

CATCH CANINE TRAINERS ACADEMY

# Professional Dog Trainer Program: Course Catalog

Serious Training Techniques for Serious Dog Lovers



2014

365 RIFLE CAMP ROAD, WOODLAND PARK NJ

# Professional Dog Trainer Program Course Catalog



**May 1, 2014 Edition**  
**Serious Training Techniques for Serious Dog Lovers**

**Contact:**

365 Rifle Camp Road, Suite 210  
Woodland Park, NJ 07424  
Phone: (877) 752-2824  
Fax: (862) 239-6147  
E-Mail: [info@CATCHdogtrainers.com](mailto:info@CATCHdogtrainers.com)

[www.CatchDogTrainers.com](http://www.CatchDogTrainers.com)

## Table of Contents

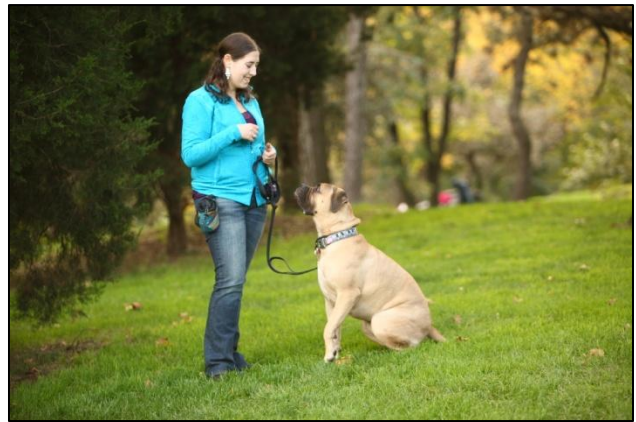
CATCH CANINE TRAINERS ACADEMY .....	4
Who We Are .....	4
What Makes CATCH Special? .....	5
Our Mission .....	6
PRESIDENT'S MESSAGE .....	7
GENERAL INFORMATION .....	8
Entrance Requirements .....	8
Class Sessions .....	8
Holidays .....	8
Attendance Policy .....	8
Leave of Absence .....	9
Conduct and Dress Code .....	10
Handicapped Facilities .....	10
Contact Information Policy .....	10
Completion Time .....	10
PROGRAM TUITION AND COSTS .....	11
Program Tuition Cost .....	11
Tuition Dispute Resolution and Refund Policy .....	14
CURRICULUM .....	16
Course Program Title and Classification of Instructional Program (CIP) Code .....	17
Program Description & Desired Competencies .....	17
Competencies Prior to Enrollment .....	18
Instructional Hours .....	19
Instructional Staff .....	19
Outline of Subjects/Complete Curriculum & Instructional Strategies .....	20
Evaluation .....	27
Student Resources .....	28
STATE LICENSURE AND APPROVALS .....	29
Student Records .....	29
NON-DISCRIMINATION, GRIEVANCE PROCEDURE, FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT .....	30
Non-Discrimination Policy .....	30
Grievance Procedure .....	30
Notification of Title IX Grievance Procedure .....	30
Family Educational Rights and Privacy Act .....	31
Student Rights and Responsibilities .....	31
CATALOG DISCLAIMER .....	32
THANK YOU .....	33

## CATCH CANINE TRAINERS ACADEMY

### Who We Are

CATCH Canine Trainers Academy (CATCH) is a Professional Dog Trainers school available nationally via a correspondence course and hands-on program of study with Mentor Trainers to guide students to success. The CATCH headquarters are based in Woodland Park, New Jersey, with students across the entire country. CATCH's Professional Dog Trainer course will give students the required expertise to: 1) be hired for jobs in national pet services franchises, animal rescue shelters, humane societies, veterinary centers, and dog day care facilities; 2) start or enhance their own dog business on a part-time or full-time basis; 3) deepen their understanding & relationships with all of the dogs in their life.

CATCH Canine Trainers Academy is led by passionate dog lovers who jump at every chance they get to work with dogs, talk about dogs, and train dogs. CATCH Founder, Mr. David Muriello, is a Cornell University graduate and Certified Professional Dog Trainer (CPDT-KA) who has trained thousands of dogs in group classes and private lessons. Mr. Muriello is formerly the Director of Dog Training and Director of Operations for New York City's largest and most comprehensive dog care business, Biscuits & Bath. He is well known for developing a successful school for dog trainers there, educating over 100 assistant trainers and leading many head trainers to their professional careers and CPDT credentials.



David has appeared as a dog expert on ABC-TV's *Rachael Ray Show* and CATCH regularly appears in *Dog Fancy Magazine*. David is a longtime Professional Member of the Association of Professional Dog Trainers and has been Certified by the Certification Council for Professional Dog Trainers since 2004. He is also an AKC Canine Good Citizen evaluator. David's passion for leading our school comes from the fact that he loves teaching people as much as he loves training dogs. He founded CATCH Canine Trainers Academy to share everything he has learned with aspiring dog trainers. After leading his dog training business in New York City for the past 8 years, David has gone back to his "garden state" roots and opened the head office for CATCH in New Jersey, the state he grew up in. He created the hands-on/correspondence school format for CATCH to make it possible for anyone in the country to be able to graduate and become a Certified Dog Trainer through our Professional Dog Trainers Courses. Our philosophy is to make the learning experience as hands-on and personal as possible for every student. Our program is designed so that David and our team of Mentor Trainers can work closely with students to answer their questions, challenge them, give them feedback, and share with them the wisdom that comes from years of experience training dogs.

### What Makes CATCH Special?

“I am personally available to work with students and show them how our unique approach, hands-on activities, and 7 Guiding Principles can make their dog training career a success. I am here to share everything I know as a trainer who has owned and run one of the most successful dog training businesses in New York City.”

–David Muriello, CPDT-KA, Director of CATCH Canine Trainers Academy

**We are very enthusiastic about creating an incredible learning experience for you.** There are so many things that make us different, we can hardly fit them all on one page. Compare us to others and you’ll see we’re not kidding. Then, give us a call, we can’t wait to meet you and hear about your goals!

- **Hassle-Free, Instant Enrollment:** We don’t charge you an application fee or box you into deadline windows. Just ask us for an online application. With our fast turnaround, you can start studying on the same day you are accepted.
- **We have a course for every dog lover,** from our Core Skills course to the Master Class program. Check out our options for every budget and choose what’s best for you. Core Skills payment plans start at under \$99 a month.
- **When you call, you talk to real, experienced dog trainers.** Our Student Support is like no other. Ask us anything! We’d love to talk to you about your questions and goals.
- **We offer a Personal Program Director and unlimited Student Support by phone and email throughout your entire course.** You are always a name here, never a student ID number.
- **We offer a local Mentor Trainer for hands-on guidance. Plus, you get live training demos on video.** Learning dog training is so much easier when you have great mentors and video demos to follow along with. Exclusive to CATCH Students: Our School Director has created a full series of videos where he trains dogs he’s never worked with before. He describes everything he’s doing so you can absorb these techniques right into your skill set.
- **You will work with dogs in the very first phase of learning.** Our unique hands-on activities reflect our commitment to *learning by doing* as a scientifically proven methodology.
- **You won’t need to pay for extra modules** to learn critical skills like how to earn money teaching private lessons. With our Master Class program, you will graduate with the skills for this and much more. Our certification goes far beyond just a “dog obedience” course. It is a complete study of canine behavior and training, including total career preparation.
- **Complimentary Job and Business Consultation.** All courses prepare you to earn money with your skills. For Master Class graduates, you will get a consultation that is totally personal to your needs and includes one-on-one coaching by phone with one of our experienced dog trainers.





Students must always gain positions based on their own merits, but we have extensive knowledge of the industry and connections all over the country which will be invaluable to you.



- **We provide you with training equipment, plus your own Trainer's Library**, with Free Shipping right to your home.
- **Master Class graduates get complete lesson plans and training handouts for your own classes!** These plans are proven to create great classes and are ready for you to use right away. You can add your own business name and logo to the handouts for a professional product to give your own clients.
- **You will be prepared to earn the national CPDT certification.** Ask us how our course sets you up to succeed for this additional impressive credential.
- **We are dedicated to training and helping shelter dogs.** This is a special part of our program that creates a huge win-win for dogs and students.
- **We know our stuff**, but we're never stuffy, know-it-alls. We are a fun, dedicated team of animal lovers inviting you to be part of our passionate, successful community. Join us!
- **State Licensure and Approval** – we are a Government-Approved School and Education Program. Getting Certified by a State Licensed Program will set you apart from your competition and give you the confidence you need to succeed.

## Our Mission

Our mission is to provide aspiring dog trainers with a flexible, fun, and highly effective learning system. We will empower you with the skills to become a dog trainer who is ready to launch a successful career doing what you love every day while making a positive impact on the lives of dogs, their owners, and society.

To accomplish this mission, we maintain our focus on offering you:

- **Engaging study materials** presented in a logical, easy-to-follow sequence. CATCH videos included.
- **Step-by-step learning process** to build skills gradually, and advance them to higher levels as you move through each phase
- **Self-paced program** that is available anywhere in the U.S. and can fit into any existing schedule
- **Learning-by-doing** philosophy that empowers you to learn new skills hands-on. This increases your learning enjoyment and speed, based on the science of how the brain learns best.
- **Curriculum centered on positive, reward-based training** and the philosophies of nationally respected councils that endorse modern, science-based training methods: the CCPDT & APDT
- **Friendly Student Support Team** offering you help with any questions you have throughout your course, plus you can have your own Program Director, all available via a toll-free number
- **Professional experienced Mentor Trainers** to give you feedback that will continually take your skills to the next level
- **Opportunity to help shelter dogs** while you gain invaluable skills training them

## Message from Our School Director

I am thrilled to welcome you to an incredible learning experience with myself and the team at CATCH Canine Trainers Academy. For the better part of the last decade, I have had an exciting and fulfilling career as one of the busiest, most successful dog trainers in New York City. My career path started with a very humble beginning, reading every training book I could find and volunteering to train dogs in shelters. From those first days of being a volunteer, to my recent work of being a head trainer for a large dog care business, the constant has been how much fun it's been to learn and grow in this field. By studying and immersing myself in hands-on experiences, I have learned an incredible amount about everything from training dogs and teaching people to customer service and business skills. Today, I am offering the CATCH program to share the best of everything I have learned with you. My goal is for you to be inspired by your studies and totally immersed in hands-on interactions with dogs as you grow over the next year from a fascinated student to a skilled trainer.



Learning to become a professional dog trainer is not quick and easy, but if you are passionate about dogs (and I am guessing you are!), it is extremely fun and rewarding. You are going to be thrilled when you first feel yourself being able to read dog body language, to find the solution for how to get a distracted dog to focus on you, to unlatch the cage of a shelter dog and

make her day by teaching her great manners in a fun and positive way! To share all of this with dog owners who are excited to listen to you and learn from you is a huge reward. The CATCH Canine Trainers Academy program is all of this and so much more.

As I continually develop the curriculum for CATCH, I am fascinated by new developments in the world of behavior and training, and how fast this industry is growing. This is truly an amazing field to get into and you are going to have an incredible experience gaining all of the knowledge and skills that CATCH has to offer. It all starts with our passion for animals - the desire to connect with them and the amazing spirit that they share with us.

Simply put - some of us were just not meant for desk jobs. Let's get out there and work with dogs! I hope you will CATCH and grab hold of your passion, your dream learning experience, and a fulfilling career path by joining our program. That is exactly what I want it to do for you.

Sincerely,  
**David Muriello**, CPDT-KA

## GENERAL INFORMATION

### Entrance Requirements

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Educational Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the “Ability to Benefit”, which is defined as:
  - A. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the United States Department of Education (USDOE).
  - B. An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

### Class Sessions

CATCH is a modern correspondence school with extensive hands-on learning. The class sessions are available to the student in their hometown via our renowned reading materials, videos, and hands-on training activities with Mentor Trainer guidance and personal feedback. CATCH offers rolling admissions and enrollment.

### Holidays

**The CATCH office may be closed on:**

- New Year’s Eve and New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving
- Christmas Eve and Christmas Day

### Attendance Policy

CATCH Canine Trainers Academy strongly advocates regular attendance and study in order to facilitate proper training. Your performance in the phase exams will be a direct reflection of your consistent allegiance to the program requirements of attendance and regular study. Attendance will be recorded for all formal learning sessions, which may include: phone check-ins with your Program Director, training and field work sessions, Mentor meetings, group classes, private lessons, or interactive discussions. Students are expected to attend all such learning sessions and be on-time (present at the beginning of sessions). Students failing to meet satisfactory attendance requirements are subject to probation, suspension, and/or termination. Make-up work can be scheduled if necessary, and will always be based on availability. Make-up work is scheduled at the discretion of the Program Director or Mentor Trainer and is directly arranged between the student and the Program Director or Mentor Trainer.

CATCH mandates the following guidelines for recording attendance and follow-up action for absentees.



*Being late to learning sessions by 15 minutes will be considered as 'one tardy'; three tardies will be equivalent to one absence. 15% absences will require advising and counseling. Probation will result for students having more than 20% of absences. For students with more than 20% absences by the scheduled program completion, making up missed sessions is a prerequisite to graduate, however there is no guarantee that makeup sessions will be available in such a case, so students are advised to always be on time.*

## Leave of Absence

A Leave of Absence (LOA) is a period of time during which a student may take a break from study, while maintaining the status of a student. Students will be granted a leave of absence upon request based on the following guidelines:

- Students must submit a request for LOA in writing to their Program Director and then receive approval in writing from the school before the LOA can begin.
- The request must have the date that the student will begin the leave and the expected date of return to study/classes.
- LOA requests must come before the LOA period (LOA periods cannot be granted retroactively).
- Work product and exams may not be submitted during the LOA period.

Unless otherwise specified by the school, the maximum number of LOA periods that may be granted to one student is 2. The maximum amount of LOA time for one student is dependent upon the course selected, as follows:

- Master Class Program: 4 months maximum total Leave of Absence time (If 2 LOA periods are taken, they can add up to no more than 4 months. E.g., they may be 2 months each.)
- Basics Pro Course: 3 months maximum Leave of Absence time (If 2 LOA periods are taken, they can add up to no more than 3 months. E.g., they may be 1.5 months each.)
- Core Skills or Concentrated Course: 2 months maximum Leave of Absence time (If 2 LOA periods are taken, they can add up to no more than 2 months. E.g., they may be 1 months each.)

A Leave of Absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Students are responsible for understanding how their Leave of Absence may affect their progress and completion of their program. Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to contact the Program Director before returning to class. A Leave of Absence that extends beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons/classes lost prior to reentry into the program.

## Conduct and Dress Code

We coordinate our institution according to the United States Department of Education guidelines. To uphold our standard we emphasize maintaining professional conduct throughout your enrollment in the CATCH Professional Dog Trainer Program. We are proud of our drug-free (we follow the National Drug Abuse Awareness/Prevention Program guidelines); smoke-free, violence-free environment during all program phases (including externships) and we expect that our students will rigorously adhere with the aforementioned principles at all times.

Professional, neat attire is desired at all times during externship training and public appearances. Students must remember that they are representative of CATCH Canine Trainers Academy. Students provided with the CATCH trainer's shirt to wear during externship activities should always wear this to classes, lessons, shelter work, and evaluation sessions. Other elements of our uniform include close-toed shoes and no ripped clothing. Please do remember to follow all safety precaution measures and carry along all necessary safety equipment during training.

## Handicapped Facilities

We encourage people with special needs to enroll, and we will go out of our way to help them establish their career path. Please refer to the competencies required for becoming a successful dog trainer in the curriculum section.

## Contact Information Policy

Please take advantage of our renowned Student Support and stay in touch. As a student, it is your responsibility to always keep your current working phone number and your current working email address on file with CATCH. As part of your support, we will make regular attempts to contact you via the phone number and email you have on file. If our phone calls and emails do not get a response back from you for any 3-month period, we will then stop attempting contact for support and wait to hear from you.

As a student, it is your responsibility to keep your current shipping address on file. Please be sure to tell us if your address changes. We are not responsible for forwarding shipped materials if your address changes without us knowing. We can replace these materials for you if you need, but please be aware there will be a charge for the materials and shipping.

## Completion Time

The expected completion time for the CATCH Canine Trainers Academy's Vocational Dog Trainer Program is 8 – 16 months for the Master Class program, but the program can be completed sooner or later, depending on your personal pace. The Basics Pro Course is expected to take 5 – 10 months. The Core Skills course is expected to take 4 – 8 months. Maximum time given to complete each course is as follows:

- Master Class: must complete within 18 months from start date
  - Basics Pro: must complete within 1 year from start date
  - Core Skills: must complete within 10 months from start date
- \*Does not include Leave of Absence time, if granted

**All of our courses offer you great flexibility to fit your study time into your existing lifestyle. Go at the pace that works best for you.**

## PROGRAM TUITION AND COSTS

**We have a program for every goal and budget**, including flexible payment plans. From Core Skills to Master Class certification, choose the ideal course for you!

- You will receive a personalized certificate of completion for every course you graduate from.
- Prices for every course include our renowned print and video study materials, free shipping, unlimited basic Student Support (customer service) by phone and email, and access to our invaluable Student Center online.
- Most courses also include a local Mentor Trainer for hands-on training, plus a Personal Program Director who is an experienced dog trainer to support you throughout your studies.
- **Our hassle-free enrollment process means you can apply quickly online and begin studying the same day you are accepted.**



## FULL LENGTH PROGRAMS – 3 LEVELS

### Pro Dog Trainer – Core Skills

Skills for training, behavior, and all dog-related career fields

#### Highlights:

- Earn a Certificate in Dog Training and Behavior from our State-Licensed Career School
- Our most flexible pay plan ever – under \$99 a month
- All the core concepts in behavior and training covered across 7 fascinating phases of self-study
- Renowned videos and books you get to keep
- Basic Student Support throughout your course (includes customer service, but does not include access to dog trainers for questions on study topics – that feature comes with the next level courses)



**Learn to train, read body language, and handle dogs of all shapes and sizes.**

**Core Skills earns you a certificate to launch any career with dogs.**

**Tuition:** \$940 - 1,188

**Payment plan starting at:** \$89 down and 89/month

## Dog Training and Behavior – Basics Pro

Take your abilities to the next level with the condensed version of our Master Class program, including a local Mentor Trainer for hands-on shadowing and skills evaluation, plus a Personal Program Director to support you throughout your course.

### Highlights:

- Earn a Certificate in Dog Training and Behavior from our State-Licensed Career School
- Get paired with your own local Mentor Trainer for invaluable hands-on work with feedback
- You'll also be assigned a Personal Program Director who is an experienced dog trainer that will support you throughout your course
- All the core concepts in behavior and training are covered across 10 fascinating phases, including how to launch the career or business of your choice
- Renowned videos and books you get to keep



**Run, don't walk – to join one of the few industries that is booming right now – Pet Services. We are the experts at getting you started as a professional.**

**Basics Pro gives you the skills to be a professional in the booming dog services industry.**

**Tuition:** \$1,995 - 2,535

**Payment plan starting at:** \$195 down and 195/month

### Achieve Your Goals with Core Skills, Basics Pro, or the Master Class

Do you want to:

- Start or enhance your own Dog Services Business?
- Get hired as a Pro Trainer?
- Prep for training service dogs or working dogs?
- Help shelter dogs by making them more adoptable?
- Dog walkers, pet sitters, daycare managers – take your income to the next level?
- Get recognized as an expert with impressive knowledge & skills that everyone can see?

As a graduate of the Core Skills or Basics Pro courses, you can accomplish all of the above. For the highest level certification program that earns you a CDT title, see the Master Class below.



## CATCH Master Class – Our Complete Certification Program

Your premier path to becoming a professional with a title.

The Master Class is our most comprehensive knowledge and skill-building program covering high-level training, behavior, and total career preparation. Due to the extensive skills evaluations in this course, graduates earn a Certified Dog Trainer title.

### Highlights:

- Graduate with a Certified Dog Trainer title (CDT)
- Learn basic and advanced training skills, plus advanced behavior solutions
- Get paired with your own local Mentor Trainer for *multiple* feedback sessions and invaluable hands-on work
- You'll also be assigned a Personal Program Director who is an experienced dog trainer that will support you throughout your course
- Career and business building – All the core concepts in behavior and training are covered across 10 fascinating phases, including how to launch the career or business of your choice
- Get your own set of customizable lesson plans when you graduate



**There is nothing more satisfying than becoming an expert in something you love.**

**Tuition:** \$3,710 – 4,675

**Payment plan:** \$990 down and low monthly payments

## Mentor Optional Versions of Basics Pro or Master Class

Covers everything our Basics Pro or Master Class covers, except you do not commit to us pairing you with a Mentor Trainer. You have the option to upgrade to a Mentor Trainer pairing at any time.

If you choose the Master Class Mentor Optional course, you will graduate as Certified in Dog Training Knowledge (CDTK).

**Basics Pro – Mentor Optional Tuition:** \$1,545 – 2,015

**Payment plan:** \$155/month

**Master Class – Mentor Optional Tuition:** \$2,645 – 3,285

**Payment plan:** \$590 down and low monthly payments





## CONCENTRATED COURSES (within the Master Class series)

*These shorter courses make it possible for you to study smaller portions of the Master Class program without committing to the entire Master Class all at one time. Once enrolled, you can add more Concentrated Courses later, or graduate from the one course that best fits your needs. All of the following courses can be counted towards the Master Class Certification.*

### How to Speak Dog

An incredible foundation course at an incredible value. Master the art of canine communication as you learn to read body language and vocalizations on a new level.



### How to Train Dogs

Learn basic and advanced training skills including obedience & manners, plus modern canine psychology: how dogs think and learn, from leadership to positive reinforcement. Develop great dog handling skills from leash techniques to body positioning that puts you in control.



### Combo Course – How to Speak Dog and How to Train Dogs

Covers every part of our two most powerful concentrated courses, giving you an outstanding overall education in dog training and behavior at a smart value.



*Call our Student Support Team if you are interested in learning more about tuition and details for Concentrated Courses or a customized course option to meet your needs and goals: 877.752.2824 (877.75.CATCH)*

## Tuition Dispute Resolution and Refund Policy

The Student is responsible for 100% percent of the total tuition (or 100% of the down payment for Payment Plans) payable to Canine Trainers Academy LLC before study materials will be received. Maximum time given to complete your program is shown in the Completion Time section above. Students will need to meet all financial responsibilities before a certificate of completion will be issued.

There is a non-refundable Registration/Administration fee for all courses. This fee is not part of the tuition. The tuition will cover the entire program. All tuition monies paid by the Student, with the exception of the Registration/Administration fee and fee for any Study Guide/Books/Tools shipped, will be refunded if the Student cancels this contract within three business days from the date of signing. This refund, less the fees for Registration/Administration and Study Guide/Books/Tools, is applicable even if instruction has begun.

**Breakdown of Fees for Master Class Program**

Tuition	Registration/ Administration	Study Guide/ Books/Tools	Exams	TOTAL*
\$2,610- \$3,575	\$450	\$600	\$50	\$3,710- \$4,675

**Breakdown of Fees for Basics Pro Program**

Tuition	Registration/ Administration	Study Guide/ Books/Tools	Exams	TOTAL*
\$1,345- \$1,885	\$300	\$300	\$50	\$1,995- \$2,535

**Breakdown of Fees for Core Skills Program**

Tuition	Registration/ Administration	Study Guide/ Books/Tools	Exams	TOTAL*
\$475- \$723	\$200	\$225	\$40	\$940 - \$1,188

**\* Payment plans are available for all courses.**

**The total is dependent upon whether or not a payment plan is selected.**

A student wishing to withdraw must submit written notification to the school director within five business days of the date of withdrawal. This document must contain the student's name, course, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

CATCH Canine Trainers Academy's refund policy for all programs except Concentrated Courses is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-2.4k(2)). The school will retain the registration/administration fee and the monies paid for the Study Guide (S.G.), books, tools and equipment shipped. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

<b>Time of Withdrawal</b>	<b>Student's Responsibility</b>
<b>Within three business days of signing this contract</b>	0% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>During the first week</b>	10% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>Weeks two and three</b>	20% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>After three weeks &amp; prior to 25%</b>	45% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>After 25% of program and before 50%</b>	70% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>After 50% of program is completed</b>	100% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools

For Concentrated Courses only:

CATCH Canine Trainers Academy's refund policy for concentrated courses is based on full-time attendance in courses/programs of 300 hours or less (N.J.A.C. 12:41-2.4k(2)). The school will retain the registration/administration fee and the monies paid for the Study Guide (S.G.), books, tools and equipment shipped. In the event of withdrawal from the school or termination by the school prior to completion of the course or program, the school shall retain a pro-rata portion of the tuition calculated on a weekly basis as follows:

<b>Time of Withdrawal</b>	<b>Student's Responsibility</b>
<b>Within three business days of signing this contract</b>	0% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>During the first week</b>	10% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>During the second week</b>	20% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>During the third week</b>	30% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools
<b>According to the pattern above, each successive week the student's responsibility increases by 10% up to 100% during the 10th week.</b>	40% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools (during the 4th week); and 100% of total tuition plus fee for Registration/Admin. & fee for S.G./Books/Tools (during the 10th week)

Tuition Bridge Fee for Combining Concentrated Courses Towards a Master Class Certification:  
Student understands and agrees that he/she has the option to pay a Tuition Bridge fee of \$99 at any time that he/she would like to combine Concentrated Courses towards a Master Class Certification.

For All Courses and Programs:

The student agrees to maintain regular adherence to the program guidelines and to abide by the rules and regulations of the school. The student understands that regular attendance and study is the obligation of the student and that the school's policy regarding absence and make-up as stated in this school catalog will apply. The student agrees to acknowledge CATCH Canine Trainers

Academy's copyright and other proprietary rights where they exist in all content and material provided for the course. The student agrees never to reproduce, distribute, or send any of the CATCH educational materials to any other person via e-mail, and never to post or share them on the Internet in any form of social media or content reproduction. The student agrees not to allow anyone else to share, post, or reproduce any of the above mentioned educational materials. The student agrees never to share any exam content, including exam questions or answers, with any other student under any circumstances. Violation of school rules and regulations may subject the student to dismissal.

For Shipping of Sized Items Such as Equipment or Shirts:

During the course, the Student may be given an option to choose a size for any equipment or shirt they will receive as part of their program. CATCH will notify the student of what options are available at that time. Once the student has made a selection, CATCH will ship the item(s). If the Student decides after receiving the item(s), that he or she would like a different size, he or she may order a new one, but only at his/her expense including the shipping. CATCH is not a retailer so we are unable to accept return items or re-ship items for free. For this reason, please take care in choosing sizes.

## CURRICULUM

### Course Program Title and Classification of Instructional Program (CIP) Code

Vocational Dog Training Program (CIP Code: 01.0505).

### Program Description & Desired Competencies

The full length CATCH Curriculum provides you, the enrolled student, with a complete education to become a dog trainer and launch a successful dog training career. It begins with core foundation knowledge about puppy behavior and progresses through every key topic you'll need, from learning dog body language and obedience training techniques to behavior problem solving and business building. The overall CATCH program is based on flexibility, in-depth hands-on learning, feedback sessions with your Mentor Trainer, and our philosophy of positive, reward-based training. The curriculum is primarily founded on three cardinal imperatives:

1. The Experience of Founder/Director, David Muriello, CPDT-KA
2. The Certification Council for Professional Dog Trainers' recommended study content to prepare dog trainers for the national CPDT exams
3. The Association of Professional Dog Trainers Education Committee's top recommendations of resources and study content for aspiring dog training and behavior professionals



The CATCH Curriculum is broken down into 10 sections of study, which we call phases. At the end of each phase, you will take a Phase Exam to test your knowledge and skill on everything studied in that phase. When you pass each Phase Exam, you are ready to move onto the next phase. When you have completed all 10 phases with passing grades, you will be ready for your final exam. The Final Exam will ask you to demonstrate your knowledge from all 10 sections of the curriculum. When you pass the Final Exam, you will receive warm congratulations from the entire team at CATCH as you have now officially earned a Diploma in Dog Training & Behavior. You are ready to put your skills to work and launch your dream career or expand your dog business!

### Competencies Prior to Enrollment

All enrolled students must be over 18 years. Instruction for the program will be provided in English only at this time; hence, all enrolled students must have a sound working knowledge of written and spoken English. All enrolled students must be High School Graduates or equivalent (those who are still pursuing High School must be in good academic standing) and be physically competent to perform dog trainer's actions as outlined below. CATCH respects prior education in dog training and behavior, but does not require this prior to enrollment. Because CATCH is a private correspondence school with its own unique curriculum, no credits are applied for previous education.

Action	Rarely (0%)	Sometimes (1-32%)	Often (33-66%)	Constant (67-100%)
<b>Physical Conditions</b>				
Sitting		√		
Standing		√		
Walking		√		
Bend/Stoop			√	
Hand Grasp			√	
Hand Manipulation			√	
Climb		√		
Crawl	√			
Squat		√		
Reach above Shoulder	√			
Reach below Shoulder			√	
Lifting: Up to 24lb		√		
Carrying: 1-10lb		√		
Push/Pull			√	
Balance			√	
Twist/Turn			√	
Crouch		√		
Kneel		√		
Restrain		√		
<b>Miscellaneous</b>				
Chemicals and disinfectants		√		
Inclement Weather		√		
Animal Hair			√	



## Instructional Hours and Credits

The entire Master Class course will span over 570 clock hours. One clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to class instruction with the remaining portion being designated as a break.

The ratio of conversion from clock hours to credit units is as follows:

10 clock hours = 1 semester credit unit of online lecture or equivalent.

20 clock hours = 1 semester credit unit of hands-on training.

## Instructional Staff

Mr. David Muriello, CPDT-KA, President and Director of CATCH Canine Trainers Academy, is responsible for curriculum design, course material authorship, selecting titles for reading, test set-up, hands-on training set-up, and mentor evaluation set-up. An alumnus of Cornell University, Ithaca, NY, Mr. Muriello is a Certified Professional Dog Trainer, a long-standing member of the Association of Professional Dog Trainers, and a renowned management, operations, and strategy professional. Mr. Muriello has appeared on national television (ABC-TV) as an expert to discuss dogs on the *Rachael Ray Show* and has appeared on the *Discovery Channel* and in *Dog Fancy* magazine. In addition to personally training thousands of dogs, he has also authored curriculums and self-published books for puppy kindergarten, as well as basic and advanced obedience courses that have been read and used by thousands of clients in the New York Metro area. Mr. Muriello has a deep knowledge of his field based on a wide range of dog training and behavior experiences, participating in workshops and studies all over the country and beyond – from off-leash obedience and agility training to studying sled dogs' pack behavior and the evolution of Mexico City's dump dogs.



## Outline of Subjects/Complete Curriculum & Instructional Strategies

Whether you choose the Master Class Program or the Core Skills course – our phases are designed to build invaluable skills in dog training and behavior. If you want to be at the top of your field in understanding, caring for, and training dogs – our curriculum is for you. **If you are involved in dog services, shelter work, rescue work, dog day care, veterinary, boarding, walking, or grooming – our courses are for you. Our goal is to create the best personnel in the dog world. Join us!**

An outline of our core curriculum, the Master Class, follows:

### Phase 1 – Your Core Foundation For Becoming A Dog Behavior Expert

**Overview:** Core knowledge about training history, dog social development, raising puppies, and the amazing array of modern breeds will be key focuses in this phase. Basic health and socialization routines will be covered. Understanding the development periods of puppies will be especially valuable. This will give you critical knowledge of what causes behavior problems, and the ability to prevent them when you advise new puppy owners with expert knowledge.

Duration and Credits: 2-4 Weeks, 2.00 Units

#### **Highlights:**

- History of dog training and training philosophies
- Dog social development
- Critical socialization periods during puppyhood
- Effective socialization
- Bite inhibition
- Identifying and understanding our amazing array of dog breeds
- The history of how dogs came from wolves
- Genetics of behavior
- Raising a great puppy
- Basic health routines and disease prevention
- Hands-On Activities such as puppy behavior field studies and breed identification challenges

### Phase 2 – Understanding Dog Behavior, Body Language, and Vocalizations

**Overview:** As you study the fascinating aspects of dog behavior in this phase, pay special attention to the images that accompany the readings and videos. Your brain has an incredible capacity to absorb this visual information and after some time studying, you will begin to notice that when you are with dogs, you are suddenly able to see details in their behavior that you never perceived before. This information will give you a deeper understanding of dogs' communication and internal states (emotions). Your ability to “read dogs” will become an essential and powerful skill that will make you more successful in all situations with dogs.

Duration and Credits: 3-5 Weeks, 3.00 Units

**Highlights:**

- How to see the details in dog body language
- Head, body, tail, movement, and more
- Human body language from a dog's point of view
- Dog vocalizations (barking and more)
- Greeting behavior
- Play behavior
- Social hierarchies, dominance, and submission
- Arousal, stress, and fear
- Aggression
- Temperament testing
- Canine anatomy and scent perception
- Hands-On Activities: field work documenting live dog interactions to identify signals in greetings, play, and aggression

**Phase 3 – How Dogs Think and Learn**

**Overview:** This phase will summarize the basic science behind animal learning and how it affects behavior. We will take some fancy scientific terms and break them down into easy-to-understand concepts that are very effective for training dogs! Once you understand how dogs think and learn, you will know why certain solutions work and others will not. You will develop the skills to analyze a dog's situation and come up with your own creative solutions for training and behavior issues.

Duration and Credits: 3-5 Weeks, 3.00 Units

**Highlights:**

- Leadership
- Learning theory
- Four major training methods
- Use of “markers” such as praise or a clicker
- How to motivate dogs
- Classical and operant conditioning
- Discrimination, generalization, habituation
- Sensitization and desensitization
- Learning theory applied to real life scenarios
- Playing with humans: how it positively affects learning and communication
- Hands-On Activities such as training a classically conditioned response and how to use a simple play interaction as a reward or harmless punishment that teaches

### Phase 4 – Hands-On Training: Basic & Advanced Obedience Skills

**Overview:** This phase will teach you how to develop serious training skills and how to make a plan for teaching a dog any behavior. You will be teaching basic and advanced obedience using reward-based training that is fun for both you and the dog.

You will gain a complete understanding of how to mark desired behaviors with great timing, how to position your body and hands, how to handle a leash, plus how to use many different types of rewards – to get the maximum effect. You will also learn how to fade out rewards and gain reliable responses in many different situations (generalization). Finally, you will learn how to use professional training plans and follow a systematic method for teaching behaviors, from simple manners to advanced tricks.

This phase is special because it marks the beginning of you developing serious training skills! You will work with at least one dog of your choosing that we will call your “student dog” for the remainder of the phase. By following the readings and video training demonstrations, you will learn how to teach your student dog all of the fundamental commands that would make up a Basic Obedience & Manners class, plus several advanced behaviors and tricks. If you have elected to be paired with a Mentor Trainer, then as part of your phase exam at the completion of this phase, you will demonstrate your training results to your Mentor Trainer for evaluation and feedback.

Duration and Credits: 8-10 Weeks, 8.00 Units

#### **Highlights:**

Take a live dog through a professional basic obedience class using our renowned, easy-to-follow video course and study alongside a professional Mentor Trainer to gain invaluable feedback on your skills in personal evaluation sessions.

#### **Commands to teach will include:**

- Sit
- Watch
- Name/Attention
- Lie Down (Down)
- Stay
- Come/Recall
- Leave It
- Drop It
- Hand Targeting (Touch )
- Mat Training (Go to Place)
- Loose Leash Walking
- Advanced behaviors such as Heeling and Tricks
- Your Mentor Trainer will evaluate your training skills
  - You will receive comprehensive feedback provided to you verbally and in writing
  - In this phase, your Phase Exam includes your Mentor Trainer’s feedback

### Phase 5 - Tools of the Trade – Equipment Makes A Difference

**Overview:** In this phase, you will learn about the diverse range of dog training tools currently available. Smart use of tools and equipment will help in managing behavior and achieving desired training results. You will learn how to make informed, effective, humane choices. It is also critical that you are able to understand those tools that you choose not to use. Your clients or adopters may suggest they want to use a tool which you believe is not the right choice. When this happens, you will need the skills to persuade them to make a better choice, without damaging your relationship as their trusted teacher. In this phase, you will learn those speaking skills in addition to the pros and cons of each tool.

Duration and Credits: 1-2 Weeks, 1.00 Unit

#### **Highlights:**

- Understanding training equipment - pros, cons, risks, rewards
  - Choosing what's best for the dog and the owner
  - Leash types
  - Front clip and back clip harness
  - Head halter
  - Flat collar
  - Martingale collar
  - Aversive equipment – understanding it so you can explain why there may be better options for clients
    - Prong/pinch collar
    - Slip/choke collar
    - Electronic training devices
  - Products and toys
    - Mental stimulation
    - Chewing
  - Games with toys - establishing rules that foster a great relationship
  - Hands-On Activities such as fitting dogs to different types of equipment and learning to use it
- 

### Phase 6 – Learn How To Lead Your Own Group Classes

**Overview:** This phase focuses on speaking and leadership skills you will need when teaching group classes. Everything you need to be a great class leader will be covered, and graduates of our Master Class Program will receive customizable lesson plans for puppy, basic, and advanced obedience classes. At the conclusion of this phase, when you are ready to present all of the new skills you have learned, you will set up an evaluation with your Mentor Trainer - an experienced professional in the field. Your Mentor Trainer will evaluate your training skills and your teaching performance, providing suggestions, guidance through demonstration, and constructive feedback. Sessions with your Mentor Trainer will help you build on your strengths and continually improve. You will also have an opportunity to ask questions and discuss answers together. Having an experienced professional on your side is an invaluable resource that will continually take your skills to the next level.

Duration and Credits: 4-6 Weeks, 4.00 Units



**Highlights:**

- Speaking and leadership skills for group classes
- How to keep classes fun and interesting; training games
- How to set up your space for success
- How to present an exercise so it is easy for dog owners to learn
  - Learn and implement CATCH's proven "T-E-A-C-H-N" method
- How to design course materials (you can also customize the lesson plans we give you)
- How to handle difficult questions that arise in the group setting
- Safety in the classroom
- How to be seen as a respected professional
- Hands-On Activities such as practice teaching and selecting an ideal classroom space
- Your Mentor Trainer will evaluate your instructional teaching skills
  - You will receive comprehensive feedback provided to you verbally and in writing
  - In this phase, your Phase Exam includes your Mentor Trainer's feedback

**Phase 7 - Behavior Problem Solving**

**Overview:** This phase will focus on how to partner with your clients to help them manage, improve, or eliminate common dog behavior problems. You will learn to create and adapt a training plan with sound strategies that realistically fit the clients' abilities and lifestyle.

Duration and Credits: 4-6 Weeks, 4.00 Units

**Highlights:**

- Difference between management versus behavior modification
- Getting to the root of the problem - how to determine what to work on
- Barking
- Jumping
- Pulling on leash
- Leash reactivity/aggression
- House-training
- Resource guarding
- Kids and dogs
- Separation anxiety
- Fear
- Aggression
- Hands-On Activities such as practicing behavior case intakes and developing training plans

### Phase 8 – Learn How To Lead Your Own Private Lessons

**Overview:** This phase will begin with a focus on the communication skills you need to be successful in one-on-one interactions with dog owners/clients. You will use everything you learned from the puppy development and training phases, plus the behavior problem solving phases, to lead great private lessons. “Privates” are a fantastic way to really get to know your clients and dogs, and make a meaningful difference in their lives! You will also learn how to turn private clients into group class clients, plus the other way around – getting your group class students excited to work with you in one-on-one private lessons. This is a key to building great relationships and a great business.

Duration and Credits: 4-6 Weeks, 4.00 Units

#### **Highlights:**

- The keys to every great private lesson
- How to take a history and effective notes
- Creating a training plan
  - Management
  - Behavior modification or training
- How to motivate your clients to partner with you in the training work
- Delivering difficult assessments of the dog or situation
- Safety: for you, the owner, the public
- When and how to refer a case
- Working successfully with families
- Understanding the modern dog owner: busy and influenced by television shows
- Hands-On Activities such as interviewing dog owners with the CATCH behavior problems survey
- Your Mentor Trainer will evaluate your ability to prepare and present a training plan for sample private lessons (based on common real-life cases)
  - You will receive comprehensive feedback provided to you verbally and in writing
  - In this phase, your Phase Exam includes your Mentor Trainer’s feedback

### Phase 9 – Shelter Externship: Hands-On Training, Behavior Evaluations, & Helping Dogs in Need

**Overview:** During this phase, you will gain invaluable experience working with dogs you have never met. Even if you already work at a shelter, you will gain new skills in handling, evaluating, understanding, and training the dogs. If you have spent minimal (or no) time in a shelter environment, this phase will prepare you to be more effective than ever with new dogs you’ve never met. A successful trainer has to get results with new dogs every day in group classes and private lessons, or other care services. Nothing can prepare you for this like an intensive study that guides you through hands-on fieldwork and training in a shelter! That’s exactly what this phase is. You will also gain important people skills as you develop relationships with a shelter manager and ideally with your very first clients – the new owners of adopted dogs from the shelter in which you volunteer. This phase is a big win all around – for you, the shelter, and the dogs. It will be an extremely exciting and rewarding process!

Duration and Credits: 12-24 Weeks, 12.00 Units

**Highlights:**

- Understanding the dog shelter and rescue environment
- Evaluating dog body language and temperament
- Safety in the shelter
- Helping dogs who need it: walks, mental stimulation, training
- How to make shelter dogs more adoptable
- How to motivate and reward different types of dogs
- Teaching basic obedience to shelter dogs
- What makes a successful dog adoption
- Hands-On Activities include behavior evaluation and training to make dogs more adoptable

**Phase 10 - Launching Your Business and Career**

**Overview:** CATCH Director/Founder David Muriello, CPDT, will share his experiences in building his training business from scratch to where it is today (8 locations across New York City). This phase will be dedicated to different aspects of starting your own business: planning, advertising, client relationship building, and your continuing education. It will also provide career building information for those who prefer to put their skills to work for organizations such as shelters, day care centers, or other national franchises that offer dog training – these are all excellent options for our graduates.

Duration and Credits: 4-6 Weeks, 4.00 Units

**Highlights:**

- Business building:
  - Developing your service suite
  - Budgeting (spend your operational and advertisement dollars wisely)
  - Marketing (advertising ideas and execution)
  - Website creation options
  - Planning your schedule
- Career development:
  - Identifying and finding the right job for you
  - Interviewing to impress
- Using the CATCH provided materials for your own business: lesson plans, course books/handouts
- Finding the right space for classes and puppy socialization groups
- Establishing relationships and partnering with daycare centers and/or veterinarians
- How to run an outstanding puppy socialization group (puppy play group!)
- How to become an AKC Canine Good Citizen evaluator
- Service offerings
  - Group classes: scheduling, rates, fee collection options
  - Private lessons: scheduling, rates, fee collection options, packages versus individual sessions
  - And more
- Growth plan and continuing education

### Final Assessment and Graduation

When you have completed all 10 phases of the Master Class program with passing grades, you will be ready for your Final Exam. The Final Exam will ask you to demonstrate your knowledge from all 10 sections of the curriculum to this point. When you pass the final exam, you will officially graduate with your Certificate in Dog Training & Behavior. You will receive a formal, professional diploma that will look fantastic in your new business office or in the front lobby of your new dog training job. Master Class graduates, we will also provide you with a CTA Certified Dog Trainer seal that you can display on your website, email signature, resume, or business letterhead. Now it's time to launch your dream career or expand your current dog business.

### Evaluation

The entire curriculum is divided into 10 phases. There will be a formal evaluation at the end of each section. Evaluation will be multiple choice and essay questions, with in-person or phone evaluations by your Mentor Trainer or Program Director for selected topics (such as training or instructional skills). Students must pass all phases in order to graduate. *A score of 75 or higher is required to pass each phase and to ultimately receive certification or a diploma.* In addition to the formal evaluations, there will be skill and knowledge building questions throughout the study material, and projects assigned through hands-on activities (fieldwork and training) that will cumulatively help in building the skills required of a Professional Dog Trainer. The final exam will encompass the entire course material and experience gained during the shelter externship. The exam will be critically evaluated to gauge the competence of a candidate in being awarded a diploma.

Grades are based on the examinations at the end of each phase, assigned projects (Basics Pro/Core Skills), and the comprehensive final exam. For phases that include Mentor Trainer evaluations, grades will also be based on the written feedback from your Mentor Trainer. The CATCH student's total course grade will be calculated based on the following:

Master Class: 1. Phase Exams (10): 6% each; 2. Mentor Evaluations (3): 10% each; 3. Final Exam: 10%.  
Basics Pro: 1. Exams (10): 40% of total grade; 2. Projects (10): 25%; 3. Mentor Eval.: 25%; 4. Final: 10%.  
Core Skills: 1. Exams (7): 65% of total grade; 2. Projects (8): 25%; 3. Final: 10%.

Student transcripts will reflect a final letter grade. Letter grades will be based on a percentage grading scale. Students graduating with a score of 96 or above shall be considered to "Graduate with Distinction" and this will be noted on their graduation certificate. The official grading scale is as follows:

Score	Grade	Performance Rating	Grade Point Average
<b>90-100</b>	A	Excellent	4.0
<b>80-89</b>	B	Good	3.0
<b>70-79</b>	C	Average *	2.0
<b>60-69</b>	F	Fail	≤1.9
<b>NA</b>	I	Incomplete **	NA

\* A score of 75 is the minimum requirement to pass an exam, a phase, a project, or any evaluation, and to ultimately receive a diploma and certification. Students scoring below passing may be eligible to retake an exam for a maximum of two retakes. Mentor Evaluations and project submissions are a maximum of 1 re-take.

A passing score on any retake must be achieved in order to be eligible to graduate any program. In case of a retake, the final grade for the phase, the exam, the project, or the evaluation will reflect the average of the scores obtained in all attempts. Because CATCH is a private correspondence school and students are given retake opportunities to pass each exam if needed, there is no “readmission” opportunity if a student fails on all retake opportunities. For more details or questions on grading policies, you may always ask your Program Director.

**\*\*** If incomplete work is not finished by the end of maximum course duration weeks, a final grade of “F” will be recorded.

## Student Resources

**CATCH Canine Trainers Academy Guide to Becoming a Professional Dog Trainer, Online Student Center, plus Library of Books and Videos:** Upon acceptance into the CATCH program, you will receive a binder that contains your invaluable CATCH Study Guide, plus a complete library of the best training/behavior books and videos in the world. You will also receive immediate access to the Student Center online, which contains CATCH’s custom videos, selected articles, and interactive questions. Your CATCH Guide, plus the books, videos, hands-on activity guides, training equipment, and interactive Student Center, will all make up your study materials. After graduation, your books and guides will make up your professional library, a trusted go-to resource that you get to keep and use throughout your training career.

**Website and Online Student Center:** Students will receive a personal username and password to login to our Student Center at [www.CatchDogTrainers.com](http://www.CatchDogTrainers.com). Here you will find videos, interactive questions, and articles that are part of the lessons in each phase. The study activities that are required for each phase will be listed in your CATCH Guide.

**Student Support by Phone and Email:** Faculty “office” hours are the same as regular business hours. The Student Support team will be available to provide you with personal help over the phone, whether it’s a question about your program schedule or a specific dog training study topic (Basics Pro and Master Class). We are your dedicated partners throughout your program, and beyond, and are always here to help you achieve success.

**Trainer Talks – Discussion by Phone or Online:** Here we will hold regularly offered Q&A sessions and specialty topic forums with your Program Director, School Director David Muriello, or CATCH guest professors. These will be discussions where you will get a chance to dialogue directly with, and learn from, top professionals in our field. You will share what you have been learning, receive feedback on your answers, and be challenged with new and interesting questions.

**E-Mail Support:** E-mail is another convenient way to reach Student Support. If you have questions about your studies or CATCH policies or procedures, ask for help by e-mailing: [studentsupport@CATCHdogtrainers.com](mailto:studentsupport@CATCHdogtrainers.com)

We are here to assist you, seven days a week.



## STATE LICENSURE AND APPROVALS

CATCH Canine Trainers Academy (CATCH) is proud that our Academy and Program are recipients of State Licensure and a Certificate of Approval from the New Jersey Department of Labor and Workforce Development (NJLWD) and the New Jersey Department of Education (NJDOE). The CATCH Professional Dog Trainer Course is available to you across the United States and our headquarters are based in Woodland Park, NJ.

The NJ Department of Education's Bureau of Program Review evaluates and approves private correspondence schools. *Approval is a rigorous process with comprehensive requirements to meet a high standard for students.* An approval means that the NJLWD and NJDOE have determined and certified that CATCH Canine Trainers Academy meets the minimum standards for integrity, financial stability, and educational quality, including the offering of a bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs. All approved education providers require annual reviews in order to maintain continued approval.

### Student Records

All student records will be maintained by the School Director and will be available for review by the student at any time. It will be the responsibility of the students to provide updates to their records pertaining to address changes and contact information. All records are considered private and confidential. Student transcripts will be released to a third party only after the student signs a 'consent to release' form.

## NON-DISCRIMINATION, GRIEVANCE PROCEDURE AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### Non-Discrimination Policy

CATCH implements a strict code of non-discrimination in all its activities, inclusive of recruitments of students and employees and implementation of CATCH's programs and policies. Our non-discrimination code encompasses no discrimination based on race, color, creed, nationality, religion, ancestry, age, sex, marital status, and/or veteran status. Any form of sexual harassment is prohibited in any program or policy of CATCH and any such incidence will be immediately reported to the appropriate authorities and rightful action will be taken against the offender.

No discrimination is made based on non-disqualifying disability. Disclosure of an individual's disability is voluntary and any is kept under strict confidentiality and not shared with any third party. Disabled students that qualify for CATCH will be able to access all of CATCH's educational and vocational programs.

All policies, programs and activities of CATCH sub-serve to the following seven laws and regulations, within limitation:

1. The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992);
2. The Family Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
3. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulation 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
4. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
5. Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR, Part 105 (barring discrimination on the basis of sex);
6. The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and
7. The Family and Medical Leave Act of 1993.

### Grievance Procedure

It is CATCH's belief that most grievances that students might have regarding instructional hours or externships can be amicably resolved through discussion. CATCH recommends a phasic way of resolving all your academic grievances.

- Inform your Mentor Trainer or Program Director about any problem you are facing during your externship training. Most grievances will be solved immediately.
- Grievances may be initially reported verbally, but must be followed up with a detailed written account of the issue, written by the student.
- For any unresolved grievances, or any grievances related to instructional hours, course content, educational material, or any other academic related matters contact the School Director. Initial response time will be 24 hours or less.
- The School Director will identify the reason for the grievance and resolve it ASAP and in some cases might request a discussion with the student to better understand the grievance before resolving it. In either case, it is CATCH's prime responsibility to adequately resolve all student grievances regarding academic matters within 7 days or less since the grievance is first reported in writing.

### Notification of Title IX Grievance Procedure

CATCH employs a strict and non-compromising code against discrimination based on sex in all its policies, programs, enrollment and employment. This is in accordance with the requirements of the Title IX of the 1972 Education Amendments. Our code extends to the following areas:

- Advisement and guidance materials, vocational education, tests, and practices
- Admission to CATCH's Professional Dog Training Program
- Access to and use of school facilities, including course materials
- Graduation Requirements, student rules, regulations and benefits
- Treatment as a married and/or pregnant student

It is highly recommended that you file a grievance claim with the Title IX Coordinator if you face discrimination based on sex in any of the above activities. The grievance must be filed no later than 180 days after the incident where you have felt discriminated. The Coordinator will require you to make a formal submission of the details where and how you felt discriminated. Subsequently, a meeting might be requested with the authorities that will recommend corrective action to CATCH if you were grievance is found to be appropriate. If there is agreement that you were

discriminated against, corrective action will be taken to restore your rights. If there is no agreement, you may appeal the grievance to a person with higher authority and obtain a hearing. The Title IX Coordinator can help you obtaining a full copy of the Title IX grievance procedure and in filing the grievance claim.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act was legislated by the Congress in 1974 and is also known as the Buckley Amendment. CATCH formulates all its policies and programs keeping the guidelines in mind and your rights to confidentiality of your academic and financial records will be followed strictly in accordance with the aforementioned legislative guidelines. You can access the whole act at the following URL: <http://epic.org/privacy/education/ferpa.html>.

### Student Rights and Responsibilities

Students at CATCH fall under the purview of a code of professional conduct that is largely derived from their rights and responsibilities as students of CATCH.

- Right to continuous access to interference-free learning experience and objective evaluation of their academic progress. All enrolled students will be given a detailed methodology how their academic progress will be monitored at CATCH that will also uphold the principle of objective evaluation.
- Students enrolled in CATCH will never face any acts or threats of harassment, insult, physical aggression or intimidation. Any such incidents will be immediately reported to appropriate authorities and strict action will be taken against the offender. Your experience at CATCH will be in accordance with your worth and dignity and not against them.
- All disciplinary process at CATCH will follow widely acceptable protocol that will encompass adequate notice and hearing from all parties involved before the disciplinary action is decided on.
- All students at CATCH are recommended to immediately report any cases of discrimination or injustice to the authorities at CATCH such that they can take appropriate remedial action. Reporting in a timely fashion is an important aspect for CATCH to be able to take appropriate steps in such cases and thus all students are encouraged to report any such incidents without any delay.
- All students enrolled in CATCH are responsible to learn the academic content of the program they are enrolled in even if they have different reasoned exception and subjective opposing views on some content.
- Students have the right to quality education. This right includes, but not limited to appropriate instructors, instructional methodologies, content, practical expertise gained in the areas of instruction, availability of adequate resources, and facilities to promote practical learning and an atmosphere conducive to personal and professional growth.
- CATCH will provide full disclosure of all fees and financial obligations to all enrolled students.
- Students are required to professionally conduct themselves and abide by all the policies enlisted by CATCH for the program.
- Discipline, sincerity, honesty, and integrity are the four aspects which must come through all conduct, communication, and relationship that enrolled students at CATCH have with the faculty, staff, co-students, and clients. Any disciplinary breach will potentially lead to suspension and/or termination from the program.

## CATALOG DISCLAIMER

CATCH reserves the sole right to modify/change the contents, practices, and policies outlined in this catalog at any time without prior notification. The School Director, Mr. David Muriello, or the CATCH Student Support Team can be directly contacted to obtain specific information regarding the current programs and important dates. All potentially interested and current students are encouraged to download a copy of the current catalog from the CATCH website or request a copy of the current catalog from the CATCH office by mail, email, telephone, or fax. For any enrolled student, CATCH is liable to provide all services enlisted in the catalog at the time of the enrollment.



## THANK YOU

We are glad to welcome YOU to the CATCH community of learning that will serve as the platform towards a deeper understanding of dogs and a fascinating and successful career path. Everyone on our team will be dedicated to helping you achieve your goal of becoming a successful Professional Dog Trainer.

We love to hear from you at all times. Please contact our Student Support Team or the School Director, Mr. David Muriello, for any questions, clarifications or suggestions that you might have. Our goal is to provide you with an amazing education and an awesome experience. Everyone on the CATCH team thanks you for reading through our program catalog and for entrusting us to shape your career by participating in our Professional Dog Trainer Course.

We'll see you soon, training dogs!

