

CERTIFICATION EXAMINATION FOR PROFESSIONAL ANIMAL TRAINERS

HANDBOOK FOR CANDIDATES

Fall 2018 Testing Dates

Application Deadline: September 21, 2018

Testing Window: Saturday, October 20—Saturday November 3, 2018



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This Handbook contains necessary information about The Certification Examination for Professional Animal Trainers. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This Handbook is subject to change

CERTIFICATION

In 2012, the International Association of Avian Trainers and Educators (IAATE) formed an independent board responsible for the evaluation and certification of professional bird trainers. In 2014 the International Avian Trainers Certification Board (IATCB) was incorporated as an independent entity. In 2017, it expanded its scope to include animal trainers and so also does business as the International Animal Trainers Certification Board. IATCB endorses voluntary certification by examination for all professionals involved with animals, including trainers, educators, handlers, veterinarians, and all others involved in the care and handling of animals. Those who meet IATCB requirements are eligible to take this examination. Certification as a professional animal trainer recognizes trainers, educators, and others who demonstrate a competent level of professional practice and conduct. Certification is an indication of current knowledge in a specialized area of practice.

PURPOSES OF CERTIFICATION

Certification as a professional animal trainer provides formal recognition of knowledge and practice in the field by:

1. Formally recognizing those individuals who meet the eligibility requirements of the IATCB and pass the Certification Examination for Professional Animal Trainers-Knowledge Assessed (CPAT-KA).
2. Advancing the most effective humane care and handling of animals in all habitats.
3. Encouraging continued personal and professional growth as a professional animal trainer.
4. Providing a standard of knowledge requisite for certification, thereby assisting in the assessment of professional animal trainers.

ADMINISTRATION

The Certification Program is sponsored by the IATCB. The Certification Examination for Professional Animal Trainers is administered for the IATCB by the Professional Testing Corporation (PTC), 1350 Broadway, 17th Floor, New York, New York 10018, (212) 356 0660, www.ptcny.com. Questions concerning the examination should be referred to PTC.

ELIGIBILITY REQUIREMENTS

Candidates must meet the following eligibility criteria as of the Application deadline indicated on the cover of the Handbook:

- A. Three (3) years of professional experience with animals, or membership at the professional level in the Animal Behavior Management Alliance (AMBA), the American Association of Zookeepers (AAZK), or the International Association of Avian Trainers and Educators (IAATE).
- B. Completion and filing of an Application for the Certification Examination for Professional Animal Trainers.
- C. Payment of required fees.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION CRITERIA

Candidates who pass the Certification Examination for Professional Animal Trainers will receive certificates indicating their certification status as a Certified Professional Animal Trainer – Knowledge Assessed (CPAT-KA) and will be entitled to use the trademarked designation CPAT-KA™ after their names. A registry of Certified Professional Animal Trainers will be maintained by the IATCB and may be reported in its publications.

Certification for Professional Animal Trainers is recognized for a period of five (5) years at which time the candidate must retake and pass the current Certification Examination for Professional Animal Trainers or meet such requirements in effect at that time in order to retain certification.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of any part of an Application.
2. Misrepresentation of certification status.
3. Violation of the IATCB Code of Ethics.

The Appeals Committee of the IATCB provides the appeal mechanism for challenging revocation of IATCB Certification. It is the responsibility of the individual to initiate this process.

COMPLETION OF APPLICATION

Candidates must complete the examination Application in full, using your name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. The completed Application, with all documentation, must be submitted online at <http://www.ptcny.com/clients/IATCB>.

Read and follow the directions on the Application and in this Handbook for Candidates.

EXAMINATION ADMINISTRATION

The Certification Examination for Professional Animal Trainers is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-served basis. To find a testing center near you, visit www.ptcny.com/cbt/sites.htm or call PSI at (800) 733-9267.

Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC.

ONLINE TESTING SOFTWARE TUTORIAL

A testing tutorial can be viewed, free of charge, online. Please visit www.ptcny.com/cbt/demo.htm. This document can give you an idea about the features of online testing.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Within 6 weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization by email. The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. If you do not receive a Scheduling Authorization within two weeks of submitting your Application, contact the Professional Testing Corporation at (212) 356-0660. Scheduling Authorization emails sometimes end up in junk/spam mail folders. Please add notices@ptcny.com to your contacts or list of safe email addresses.

You MUST present your current driver's license, passport, or U.S. military ID at the test center. Temporary, paper driver's licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo I.D. PTC also recommends you bring a paper copy of your Scheduling Authorization and your PSI appointment confirmation with you to the testing center. After you make your test appointment, PSI will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location. Contact PSI at (800) 733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

Candidates have three (3) months from the date of Application to sit for the examination. After the three-month period, candidates will need to reapply for the examination and pay a new Application fee.

- **It is your responsibility as the candidate to call PSI to schedule the examination appointment.**
- **It is highly recommended that you become familiar with the testing site prior to your appointment.**
- **Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.**

SPECIAL NEEDS

IATCB and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online Application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

INTERNATIONAL TESTING

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the www.ptcny.com homepage. This form must be uploaded to your Application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are \$100.00 in addition to the examination fee. PTC will arrange a computer-based examination at an international test center for you.

Please note that all examinations are administered in English.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 733-9267 no later than noon, Eastern Time, of the second business day PRIOR to your scheduled appointment. **Please note:** PSI does not have the authority to authorize refunds or transfers to another testing period.

If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee.

RULES FOR THE EXAMINATION

1. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
2. No books, papers, or reference materials may be taken into nor removed from the examination room.
3. Simple, nonprogrammable calculators are permitted with the exception of calculators as part of cell phones, etc. A calculator is also available on screen if needed.
4. No questions concerning the content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
6. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
7. All watches and “Fitbit” type devices cannot be worn during the examination. It is suggested that these items not be brought to the test center.

FEES

Application fees for the Certification Examination for Professional Animal Trainers:

AMBA, AAZK, or IAATE Members*	\$325.00
Non-members	\$385.00

Make check or money order payable to: PROFESSIONAL TESTING CORPORATION. Visa, MasterCard, and American Express are also accepted. Please complete and sign the credit card payment form on the Application. **DO NOT SEND CASH.**

*As an IATCB partner, professional members of AMBA, AAZK, and IAATE qualify for the discounted fee (detailed above). Members of AMBA, AAZK, and IAATE must contact their organization to obtain a coupon code that will be entered on the online Application. By entering the correct code, an applicant will qualify for the discounted fee. These coupon codes are only available to **professional level members** and cannot be shared with other applicants.

REFUND POLICY

There will be no refund of any fees. Fees will not be transferred from one testing period to another.

REPORT OF RESULTS

Candidates will be notified by U.S. mail within four (4) weeks of the end of the testing period whether or not they have passed the examination. Scores on the major areas of the examination and on the total examination will be reported to the candidate and to the IATCB. Successful candidates will also receive certificates from IATCB.

REEXAMINATION

The Certification Examination for Professional Animal Trainers can be repeated an unlimited number of times. The candidate must file a new Application and submit the full Application fee each time.

CONFIDENTIALITY

The IATCB will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to the IATCB or to PTC. Upon request from individuals and/or the public, the IATCB will verify the certification of a candidate.

CONTENT OF EXAMINATION

1. The Certification Examination for Professional Animal Trainers is a computerized examination composed of a maximum of 200 objective, multiple-choice questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline starting on page 7.
3. The questions for the examination are obtained from individuals with expertise in animal training and education and are reviewed for construction, accuracy, and appropriateness by the IATCB.
4. The IATCB, with the advice and assistance of PTC, prepares the examination.

5. The Certification Examination for Professional Animal Trainers will be weighted in approximately the following manner:

I. Learning Principles	30%
II. Applied Training.....	30%
III. Husbandry and Enrichment.....	20%
IV. Public Education	10%
V. Professional Ethics	10%

CONTENT OUTLINE

I. LEARNING PRINCIPLES

- A. The Significance of Science to Behavior
 - 1. Obstacles to the Scientific Analysis of Behavior
 - 2. Working Definitions
 - a) Behavior Operationally Defined
 - b) Stimulus
 - c) Learning
 - d) Hypothesis vs. Theory
 - e) Behavior Analysis
- B. Learning Paradigms
 - 1. Respondent Learning: S-S-R
 - 2. Operant Learning: S-R-S
- C. Understanding and Predicting Behavior
 - 1. ABC
 - 2. Functional Assessment
- D. Empowerment
 - 1. Key Questions for Solving Behavior Problems
 - 2. Science of Empowerment
 - a) Control as a Primary Reinforcer
 - b) Contra-free-loading
 - c) Learned Helplessness vs. Resilience
- E. Changing Behavior: Respondent Strategies
 - 1. Exposure Therapies
 - 2. Systematic Desensitization
 - 3. Counter-conditioning
 - 4. Flooding
- F. Changing Behavior: Operant Strategies
 - 1. Antecedents
 - a) Setting Events
 - b) Establishing/Motivating Operations
 - c) Discriminative Stimuli
 - (1) S-D
 - (2) S-Delta
 - (3) Adding or Changing Cue
 - 2. Consequences
 - a) Function and Operations
 - b) Four Quadrants

- G. Increasing Behavior
 - 1. Positive and Negative Reinforcement
 - 2. Considerations for Effective Reinforcement
 - a) Three Cs
 - b) Schedule Effects
 - (1) Continuous
 - (2) Intermittent
 - (3) Extinction
 - (4) Matching Law
 - c) Individual Difference
 - d) Establishing New Reinforcers
 - 3. Shaping
 - 4. Targeting
 - 5. Prompting and Fading Prompts
 - 6. Chaining
 - 7. Discrimination
 - 8. Generalization
- H. Decreasing Behavior
 - 1. Punishment Defined
 - 2. Redirecting
 - 3. Positive Punishment vs. Negative Reinforcement
 - 4. Factors Affecting Punishment
 - 5. Problems with Punishment
 - 6. Alternatives to Positive Punishment
 - a) Differential Reinforcement of Alternative/Incompatible Behavior
 - b) Extinction
 - c) Time Out from Positive Reinforcement

II. APPLIED TRAINING

- A. Body Language
 - 1. Distance Increasing Behaviors
 - 2. Distance Decreasing Behaviors
 - 3. Stress Indicators
- B. Training Problems
 - 1. Motivation
 - a) Relationships
 - b) Ability to Perform Behavior
 - c) Past Experience
 - d) Environmental Distraction
 - (1) Social
 - (2) Breeding
 - (3) Comfort
 - (4) Distractions
 - (5) Degree of Hunger
 - 2. Latency
 - 3. Aggressive Behavior
 - 4. Superstitious Behavior
- C. Food and Weight Management
 - 1. Determining Ad Lib Weight for Baseline
 - 2. Indicators of Too Low Weight
 - 3. Food vs. Weight Management

- D. Imprinting
 - 1. Choice of Species
 - 2. Possible Detrimental Consequences
- E. Equipment Use
- F. Training Procedures
- G. Recordkeeping

III. HUSBANDRY AND ENRICHMENT

- A. Husbandry
 - 1. Medical/Health Care
 - a) Diseases
 - (1) Zoonotic
 - (2) Parasites
 - b) Symptoms requiring veterinary referral
 - (1) Physical
 - (2) Behavioral
 - c) Emergency Medical Care/First Aid
 - 2. Nutrition
 - 3. Housing
 - 4. Grooming
 - 5. Restraint
 - 6. Collection Planning/Breeding
 - 7. Natural History
 - 8. Anatomy and Physiology
 - 9. Equipment Use
- B. Enrichment
 - 1. Food/Feeding
 - 2. Sensory
 - 3. Novel Objects
 - 4. Structural
 - 5. Training/Social/Behavioral

IV. PUBLIC EDUCATION

- A. Presentation Skills
 - 1. Audience Engagement
 - 2. Audience Appropriate Content
- B. Messaging
 - 1. Natural History
 - 2. Conservation
 - 3. Graphics and Signage
 - 4. Learning Modalities
 - 5. Multicultural Sensitivity
 - 6. Promotion of Behavior Change
- C. Evaluation
- D. Program Design
 - 1. Theater and Stage Design
 - 2. Production Quality

V. PROFESSIONAL ETHICS

- A. Position Statements
 - 1. Food and Weight Management
 - 2. Veterinary Care
 - 3. Educational Messaging
 - 4. Enrichment
 - 5. Collection Planning
 - 6. Housing
 - 7. Training
- B. Code of Professional Ethics
- C. Prohibited Practices
- D. Hierarchy of Procedural Choice
- E. Situations that Limit Training

SAMPLE EXAMINATION QUESTIONS

Q1: Which of the following decreases behavior?

- a. Extinction
- b. Stimulation
- c. Punishment
- d. Reinforcement

Q2: Which of the following is characteristic of training?

- a. Extinction is the preferred way to eliminate a behavior
- b. Positive punishment should never be used with animals
- c. Negative reinforcement is less intrusive than negative punishment
- d. Positive reinforcement helps build relationships between animal and trainer

Q3: Program content should be

- a. opinion-based.
- b. age appropriate.
- c. teacher-focused.
- d. at a low level as to not challenge the audience.

Q4: Which of the following is NOT included in the IATCB Code of Professional Ethics?

- a. Encourage community support and involvement through public education
- b. Create and maintain a facility and its programming to attain the highest level of recognition
- c. Work on the basis of sound ecological principles, incorporating appropriate conservation ethics and an attitude of stewardship
- d. Follow a hierarchy of behavioral procedures in training with a goal of using the least intrusive, most positive methods to influence behavior before considering the use of aversives

Correct Answers to Sample Questions:

Q1: c; Q2: d; Q3: b; Q4: b

REFERENCES

The IATCB has prepared a suggested reference list to assist in preparing for the Certification Examination for Professional Animal Trainers. These references contain journals and textbooks which include information of significance to professional bird trainers. This list does not attempt to include all acceptable references nor is it suggested that the Certification Examination for Professional Animal Trainers is necessarily based on these references.

IATCB Veterinary Care Position Statement
IATCB Collection Planning Position Statement
IATCB Food Management and Weight Management Position Statement
IATCBE Enrichment Position Statement
IATCB Educational Messaging Position Statement
IATCB Housing Position Statement
IATCB Code of Professional Ethics

Chance, Paul. Learning and Behavior.

Pryor, Karen. Don't Shoot the Dog.

Malina, Cassie and Martin, Steve. The Mouse that Went Down the Hole Psychological Appetite: Nature's Training Tool. 2003 IAATE Conference, Portland OR, Feb. 2003.

Friedman, S.G. and Brinker, Bobbi. The Facts About Punishment. Original Flying Machine (4) Jan./Feb. 2001.

Friedman, S.G. He Said, She Said, Science Says.

www.behaviorworks.org

American Association of Zoos and Aquariums

Tilden, Freeman. Interpreting our Heritage

Duncan, James R. Owls of the World.

Martin, Steve. What's the Motivation.

Heidenreich, Barbara. Managing the Deliverance of Food to Create Motivation.

Ramirez, Ken. Animal Training: Successful Animal Management through Positive Reinforcement.

Ham, S.H. Environmental Interpretation: A Practical Guide for People with Big Ideas and Small Budgets. 1992.

Fairhurst, GD, Frey, MD, Reichert, JF, Szelest, I. Kelly, DM, and Bortolotti GR. Does Environmental Enrichment Reduce Stress? An Integrated Measure of Corticosterone from Feathers Provides a Novel Perspective. PLoS ONE, 6(3):e17663.