



## 2017 Application Guide

The primary reason for relinquishment of dogs to shelters and rescues is their behavior. Each year the Academy for Dog Trainers offers a limited number of partial scholarships to employees and volunteers of shelter and rescue organizations who will use their improved education to keep shelter/rescue dogs in adoptive homes, to help these dogs become better integrated with new families, and to help owners train, manage, and modify behavior using non-aversive, science-based practices.

### SCHOLARSHIP AMOUNT

The Academy's scholarship is for 50% of the current tuition fee at the time of the award. The remaining 50% of the fee may be paid after acceptance of the scholarship award and completed enrollment in the Academy. Please see our website for current tuition rates.

### SCHOLARSHIP REQUIREMENTS

To be considered for an Academy scholarship, a Student Applicant must:

1. Be currently active in their organization with a history of at least 2 years of service in a paid staff or active volunteer position.
2. Possess at least 2 years of experience in any field that demonstrates skills in teaching, coaching, educating, counseling, or interacting with human populations in a customer, client, or patient relationship capacity; OR have 2 years or more of client service experience in a pet-related field such as dog walking, pet sitting, grooming, day care, or veterinary care. These experiences may precede or be concurrent with the applicant's shelter/rescue work.
3. Be prepared to complete the Academy's 2-year program according to the details and timeframe published on the Academy website. Applicants should be able to set aside 10 to 15 hours per

week in addition to regular work schedules to study program materials, attend webinars, participate in online discussions, and practice mechanical training skills.

4. Have access to untrained dogs and to basic video capabilities – shooting, editing and uploading - for the purpose of filming practice sessions to submit for coaching feedback and to achieve exam readiness.
5. Submit a fully completed Student Application Form during the application period (June 1<sup>st</sup> to June 15<sup>th</sup>, 2017) and according to the details outlined in this document AND be endorsed by his or her shelter or rescue organization on a separate Endorsement Form.

In order for its employee or volunteer to be considered for an Academy scholarship, a shelter or rescue organization must:

1. Have a verifiable non-profit status as well as a mandatory spay/neuter policy.
2. Submit an Endorsement Form during the application period (June 1<sup>st</sup> to June 15<sup>th</sup>, 2017) and according to the details outlined in this document.

## APPLICATION REQUIREMENTS

Submit your corresponding Student Application and Endorsement forms during the application period (June 1<sup>st</sup> to June 15<sup>th</sup>, 2017) using the link to the electronic forms which will become available on the Academy's website scholarship page on June 1<sup>st</sup>. We do not accept applications via any other means or at any other times of the year. Attachments must be in Adobe PDF format.

These elements must be included with your electronic application forms in order for them to be accepted as complete.

1. Scholarship Application Forms: Organizations and Students must complete separate electronic documents.
2. Additional Student Applicant Requirements:
  - One Letter of Reference (in Adobe PDF format): Provide one reference letter from a qualified individual who can comment on your academic potential, your skills with people, and your potential for becoming a professional trainer and behavior counselor.  
  
**NOTE:** If Student Applicant is currently the organization's Director, another letter of reference is required from the organization's Board Chair.
  - Video Clip Submission: Provide a link to a short video clip (approximately 60 seconds) that successfully demonstrates these four things:
    - You can film a simple one-minute interaction between yourself and a familiar dog.

- You can keep your body and the dog's body in frame during filming.
- You can speak comfortably and audibly to the camera; or alternatively, provide clear narration.
- You can upload your video file to Vimeo, or YouTube, and provide a useable link to it on your Scholarship Application Form. Please remember to test your link before submitting it.

**NOTE:** Shooting video clips is a routine part of how Academy students are coached in order to learn solid training mechanics. Your application video clip does not need to be fancy or edited. It may run slightly over 1 minute long. Your clip will not be used to evaluate your handling skills, or your training technique, or your dog's behavior. We encourage you to relax, have fun, and share with us who you are.

## CONFIRMING YOUR APPLICATION

After you submit your electronic application, you will receive an automatic confirmation email from Survey Gizmo, the system that collects your application responses. This email usually arrives within a few minutes of your submission, but occasionally there is a short delay.

Your confirmation email will include electronic links to your completed form and to your PDF attachment (if Student). You must test these links to confirm that all elements of your application are complete and that the PDF file you submitted is correct and able to be opened. If there are unresolved problems with your files or your video link, your application will be considered incomplete and ineligible for the scholarship.

If you discover difficulties with your form submission or attachment, or you discover a need to re-submit your application for any reason, please contact [info@academyfordogtrainers.com](mailto:info@academyfordogtrainers.com) for assistance.

## APPLICATION TIMELINE and POLICIES

Completed Scholarship Application Forms are accepted during a two-week period from **June 1, 2017 through June 15, 2017** at 11:59 p.m. Pacific Standard Time. Any submissions received after that time will not be considered for a scholarship.

Scholarship recipients will be notified of their awards via email by **July 15, 2017**.

Scholarship recipients have until **July 31, 2017** to accept their awards and must be prepared to enroll and pay their 50% tuition at that time; otherwise, the scholarship award will be given to the next approved Applicant.

Scholarship recipients will receive a formal admissions email that explains tuition payment terms, including a payment plan option. Please see the Academy's website for current payment plan details. Once enrollment is complete and course materials have been mailed, the Academy does not offer tuition refunds of any kind.

All Applicants will be informed whether they have or have not been awarded a scholarship by **July 31, 2017**.

Student Applicants who are not awarded a scholarship, but who meet the Academy's admission criteria, will have the opportunity to enroll in the Academy at current tuition rates depending on enrollment levels at that time. If enrollment space is limited, these Applicants will be accepted in the order of receipt of their completed scholarship applications.

Applicants who are not granted a scholarship and who do not meet admission criteria are welcome to re-apply in subsequent years.

Scholarship applicants are NOT required to pay the Academy's standard \$75 non-refundable application fee.

## SCHOLARSHIP CONTACT INFO

If you have any questions, or if you encounter issues while submitting your application, please contact [info@academyfordogtrainers.com](mailto:info@academyfordogtrainers.com).

Thank you for your interest in the Academy for Dog Trainer's Scholarship Program.