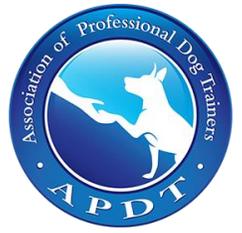


APDT eLearning Certificate Course Syllabus



Course Overview

Title: Aggression and the Law: What Trainers Need to Know

Course Dates:

- Start: Wednesday, March 22, 2017 at 12:00pm ET
- End: Tuesday, April 11 2017 at 12:00pm ET

Description: This three-week online Certificate Course is geared to trainers who handle aggression cases. We will talk about what can go wrong, what kind of legal liability that brings on you as the trainer, and what you can do to limit your liability and insure your business. We will also cover other ways to protect yourself, including setting up a separate and appropriate legal entity for your business, creating solid policies and procedures, and bullet proofing your contracts and intake forms.

Level of Knowledge: *Prior to attending this course, it is assumed attendees:*

1. Currently work as or plan to work as a professional dog trainer.
2. Currently take or plan to start taking aggression cases.
3. Have no or only basic understanding of legal ramifications of working as a dog trainer.
4. Want to ensure their current business activities are legally sound.

Learning Outcomes: Attendees of this course can expect to:

1. Gain an understanding of the liability issues involved in handling aggression cases and how to protect themselves from that liability;
2. Understand the need for and components of a solid client contract, intake form and other documentation; and
3. Understand the need for and components of solid company policies and procedures.

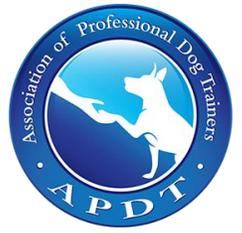
Instructor(s): Heidi Meinzer

Bio: Heidi Meinzer is an attorney with substantial experience in both litigation and business matters, making her equally comfortable in the courtroom or in the office handling your business needs. In 2013, Heidi set up the Law Office of Heidi Meinzer, PLLC in Alexandria, Virginia so that she could focus her practice on animal law and the pet care industry. Heidi's clients include successful dog trainer, dog walking, pet sitting and dog daycare companies, and individuals faced with dangerous dog allegations or other animal law issues.

Heidi is licensed to practice law in Virginia, Maryland, the District of Columbia, and Washington State. Heidi devotes countless hours to animal welfare and state and local legislative efforts as a board member with the Virginia Federation of Humane Societies and Homeward Trails Animal Rescue.

Heidi is also a trainer with Fur-Get Me Not and Canine Copilots, with CPDT-KSA and CNWI certification. She is a member of both the Association of Professional Dog Trainers and the National Association of Canine Scent Work. She shares the company of a beautiful German

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Shepherd mix, Sophie, who has made great strides with reactivity and confidence issues. Heidi lives in Alexandria, Virginia with Sophie, her boyfriend Bill, and Bill's adorable black lab, Boomer. Bill is kind enough to let Heidi compete with Boomer in K9 Nose Work™, and Heidi tagged along with Boomer when he earned his NW3 title in early 2015!

Course Evaluation & Completion: will be determined based on but not limited to:

1. On-time completion of all required homework assignments.
2. Participation, attitude, enthusiasm, and productivity.
3. Meeting assignment guidelines or criteria provided by instructor.

CEUs: (partial CEUs not awarded)

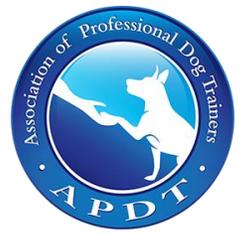
- 12 for successful completion of entire course from CCPDT, KPA, & IACP, IAABC

Class Size: 20 full students / unlimited audit students

Recommended Course Materials:

- Legal Guide for Starting & Running a Small Business, 13th Edition, by Fred S. Steingold

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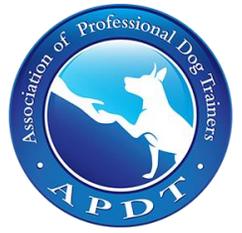
Course Calendar & Deadlines

Pre-Course Prep: (to be completed prior to course start date):

1. Explore Education Dashboard & Online Community
2. Review schedule and note all deadlines
3. Contact education@apdt.com with any trouble
4. Obtain copies of recommended reading

Day	Date	Time	Event
Prior to start of course			Review Orientation Video Secure recommended reading (optional) Become familiar with course platform Review course details
Wednesday	March 22	12:00pm ET	Begin Week 1 Recorded lecture becomes available Assignments given
		1:30pm ET	Online discussion begins
Tuesday	March 28	12:00pm ET	Week 1 ends - Deadline for ALL assignments
Wednesday	March 29	12:00pm ET	Begin Week 2 Lecture available Recorded lecture becomes available Assignments given
		1:30pm ET	Online discussion begins
Tuesday	April 4	12:00pm ET	Week 2 ends - Deadline for ALL assignments
Wednesday	April 5	12:00pm ET	Begin Week 3 Recorded lecture becomes available Assignments given
		1:30pm ET	Online discussion begins
Tuesday	April 11	12:00pm ET	Week 3 ends - Deadline for ALL assignments

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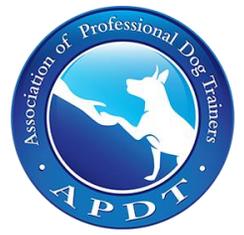
Course Details

Pre-Course Prep:

It is strongly recommended that all students:

1. View Course Orientation Video at least once
2. Review Education Dashboard, note deadlines
3. Become familiar with Discussion Area
4. Optional: introduce yourself to fellow classmates with a practice post
 - Note: This will NOT count toward required assigned Discussion Posts
5. Secure Recommended Reading (optional)

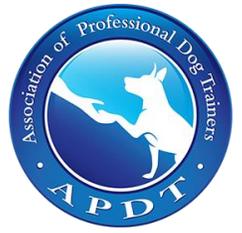
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Week 1:

- **Lecture** Liability Issues and How to Protect Yourself
 - **Summary:** We will discuss the laws that govern dog bite liability, including dangerous dog statutes, civil liability statutes and common law principles, and dog bite reporting requirements. We will also talk about specific liability issues that trainers face in group classes and private training sessions, including liability issues related to you, your staff, dog owners and their families, and the general public. We will also cover the various ways that you can protect yourself from this liability, including setting up a distinct legal entity like a limited liability company, and obtaining proper insurance.
 - **Learning Outcomes:** Attendees of this course will gain an understanding of:
 - 1) Dog bite liability laws, including dangerous dog statutes, civil liability and dog bite reporting requirements;
 - 2) Specific liability issues facing trainers who handle aggression cases in a group and/or private setting;
 - 3) How to protect yourself against liability, including setting up a distinct legal entity and obtaining proper insurance.
- **Assignments:**
 1. Submit two secret words from the Lecture recording in your Education dashboard.
 2. Participate at least two thoughtful posts in the Online Discussion Forum
 3. Research and list the following on 1-2 pages & submit via your Education Dashboard:
 - The name & website for your state's government agency that oversees the creation and regulation of corporations and limited liability companies (ex: the State Corporation Commission in the Commonwealth of Virginia), along with a list of that agency's necessary form(s) to set up a corporation or limited liability, the required fees to establish a new entity, and the contact information to which the forms and fees are submitted.
 - The code section(s) or regulation number(s) of your state's dog bite statute (if your state has one) and dog reporting laws.
 4. Reading:
 - Chapter 1 (Which Legal Form is Best for Your Business)
 - Chapter 12 (Insuring Your Business)

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Week 2:

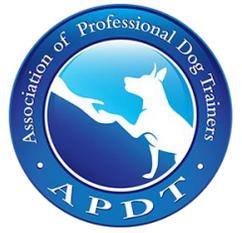
- Lecture Protecting Yourself

- Summary: We will cover the importance of having written documentation with your clients, including intake forms, contracts, and other documentation. We will go over ways to ensure that you are getting complete and accurate information on your intake forms. We will also discuss the parts to a good client contract, including important provisions for aggression cases like limitations on liability, waivers, disclaimers, and indemnification agreements. Additionally, we will talk about other documentation like handouts, recommendations, and follow up reports.
- Learning Outcomes: Attendees of this course will:
 - 1) Evaluate the importance of quality and accurate documentation
 - 2) Assess the components of a contract
 - 3) Understand the importance of other documentation, like intake forms, handouts and follow up reports

- Assignments:

1. Submit two secret words from the Lecture recording in your Education dashboard.
2. Participate (at least two thoughtful posts) in the Online Discussion Forum
3. If you currently have a client contract, submit a copy of that contract with a checklist of items that you currently have in that contract and a second list of items that you need to add. If you do not have a contract, submit a checklist of the provisions you need to include in your contract. Submit via your Education Dashboard
4. Reading:
 - Chapter 20 (Put it in Writing: Small Business Contracts)

APDT eLearning Certificate Course Syllabus



Week 3:

- Lecture Policies and Procedures

- Summary: In this segment, we will talk about the importance of having solid policies and procedures, and the need to follow those policies and procedures consistently. Some of these policies include document retention & destruction, privacy and confidentiality, consultation protocols (including documentation, equipment, and client instructions), emergencies and dog bites, and terminology. We will also discuss how legal matters (such as reporting requirements for dog bites and animal and child abuse and dangerous dog statutes and other laws that use specific legalese) will impact these policies and procedures.
- Learning Outcomes: Attendees of this course will:
 - 1) Be able to identify the areas in which they need to establish consistent policies and procedures;
 - 2) Be able to draft policies and procedures necessary for aggression cases, including for dog bites and other emergencies;
 - 3) Understand how dangerous dog statutes and other laws impact these policies and procedures and the terminology trainers choose to use

- Assignments:

1. Submit two secret words from the Lecture recording in your Education dashboard.
2. Participate (at least two thoughtful posts) in the Online Discussion Forum
3. In 1-2 pages, briefly and succinctly outline and describe your planned policies and procedures for a client consultation, from intake to completion. Submit via your Education Dashboard.
4. Reading:
 - Chapter 16 (The Importance of Excellent Customer Relations)
 - Chapter 17 (Legal Requirements for Dealing with Customers)