



*The Perfect Place for Pets & Their People*

# **All Dogs Academy**

## **The School for Professional Dog Trainers & Instructors**

**(A Division of All Dogs Inc.)**

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**Licensed by the State of New Hampshire**

**(32 CPDT CEU's Per Course)**

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## INTRODUCTION & OVERVIEW

For three decades, Gail Fisher has been training trainers, teaching instructors the science and art of dog training, and teaching owners how to train their dogs. Recognized around the world as a “trainer of trainers” Fisher has spent years honing her skills, sharing her experience, learning, growing and developing innovative teaching techniques for people and training techniques for dogs. The coursework offered in this program is the ultimate in sharing – to create the next generation of class and private instructors and dog trainers who will save dogs’ lives, mend damaged relationships, and through their skills enrich and enhance the lives of dogs and their people for lifelong mutual enjoyment. A brilliant, talented, and dedicated staff share Fisher’s vision, philosophy and desire to teach others a gentle, humane, principled, and effective approach to working with dogs. It is toward this end this course is committed.

## HISTORY

All Dogs Academy is the result of several educational endeavors. Fisher developed and taught the first University certificate program for Dog Trainers an Obedience Instructors in the world, a 6-semester (2-year) course offered at the University of New Hampshire (1977-1981). From 1981-1983 Fisher developed and taught courses in Dog Behavior and Practical Dog Breeding at UNH. These University courses formed the basis for Fisher’s curriculum training dog trainers and obedience instructors around the world through her seminars, camps, articles, manuals and books including Training Your Dog (co-authored with Jack Volhard) named “Best Care and Training Book of the Year” by the Dog Writers’ Association.

Fisher continued offering the Instructor Training course at All Dogs Inc. to meet the needs of her expanding dog training school – at one time offering classes in 9 locations throughout Massachusetts, New Hampshire and Maine, plus behavioral consultations, private and boarding training.

In 1993, with the opening of All Dogs Gym in Manchester, Fisher consolidated her programs into a one full-time location, expanding classes to nearly 30 a week, in obedience, pet manners and agility. In 1996, Fisher was introduced to clicker training, and in 1997 All Dogs became the largest school in the country offering clicker training in all its classes. As she travels the world giving seminars and training clinics, Fisher repeatedly receives requests from trainers wanting to learn more about clicker training – many of them professionals who want to incorporate this kind science into their dog training classes, private training businesses and club programs.

With the opening of the new and purpose-built \$2.7M All Dogs Gym & Inn in July, 2002, Fisher’s dream of a facility in which to offer a school for professional dog instructors and trainers, to meet the needs and desires of those who want to learn clicker training, has become a reality. All Dogs Academy is the result.

## MISSION STATEMENT

**The Mission of All Dogs Inc.** is to create the highest level of lifelong mutual enjoyment between people and their dogs.

**The Mission of All Dogs Academy** is to educate dog professionals to the highest standards, offering a humane, effective, holistic and comprehensive approach to their professions.

## **FACULTY & STAFF**

### **SCHOOL OFFICERS & DIRECTORS**

Gail Fisher – President/Administrator  
Wendy Bergeron – Director of Training  
Myrian Bergeron – Treasurer/Registrar

### **FACULTY**

**Gail Fisher** – Author of the critically acclaimed **THE THINKING DOG—Crossover to Clicker Training**, Gail has over 40 years experience as a dog trainer and behaviorist. Known as the “trainer’s trainer,” and named by *Our Dogs Magazine* (England) as one of the top five lecturers internationally on dog behavior and training, Gail designed and taught the first University course for Obedience Instructors – a 2-year program at the University of NH, on which All Dogs Academy programs are founded.

**Wendy Bergeron** – Training Director of All Dogs Gym & Inn, Wendy has been training professionally for 20 years. A successful handler, obedience and agility competitor, and dog breeder, Wendy’s dog knowledge, training expertise and gentle approach to teaching people are unparalleled.

**All Dogs Gym & Inn Staff** – Our outstanding staff of 35 professionals enhance the training program. They include our Grooming Manager with over 10 years experience, our Daycare Manager, with 10 years experience, our Kennel Manager with 11 years experience – and many other talented, caring, and generous people, including graduates of our training programs..

### **FACILITIES – All Dogs Gym & Inn**

Completed in July 2002, All Dogs Gym & Inn is a 25,000 sq. ft. state-of-the-art dog training and activity center. All Dogs Academy is enormously proud of its facilities. Students will enjoy and benefit from the following:

**TRAINING FACILITY** – A 12,000 sq. ft. Arena with air-cushioned rubber floor, a fenced outdoor training area, complete training equipment including agility obstacles as well as equipment for other dog sports. Plus a separate classroom for lectures and workshops.

**KENNEL FACILITY** – A state-of-the-art 75 run boarding kennel.

**GROOMING FACILITY** – A fully-equipped grooming salon.

**DAYCARE FACILITY** – Over an acre of outdoor fenced yards, an indoor playroom, and two separate nap rooms provide the facilities for the body language component of the curriculum. Averaging over 80 dogs a day, this division is a phenomenal laboratory for learning about normal dog behavior and interaction.

## ALL DOGS ACADEMY COURSES

**All Dogs Academy** offers Instructor Training and Dog Training courses, with an advanced course for dealing with difficult behavioral issues. The Academy programs are divided into three courses:

**Course 1** – Dog Training I – The foundation unit.

**Course 2** – Dog Training II – For graduates of Course I, the focus is on training a wide range of behaviors

**Course 3** – Behavior Problem Solving (BPS) – For graduates of Course 2 – to learn about dealing with behavior issues.

## INSTRUCTOR VERSUS TRAINER VERSUS BEHAVIOR COUNSELOR

What's the difference? There is one. Here's a brief overview:

### Dog Training

**Dog trainers wear many hats. Instructors teach group classes or one-on-one private sessions** with owners. Instructors train people with their dogs. They are the only teachers of any skill who work simultaneously with two species of beginners – teaching an unskilled human how to train an untrained dog. The focus is on teaching training skills to the human student.

**Trainers also work hands-on, one-on-one with the dog**, without the owner. The trainer teaches the behaviors the owner wants. Once the dog is trained, they then teach the client how to handle the trained dog. Trainers do the 'heavy lifting' training the dog – then teach the human client how to communicate with the dog. Becoming a dog trainer requires training dogs – lots of them. Students will work with a variety of dogs, assessing their individual needs and how best to train them. Certification for this course involves continued assignments after the completion of the on-site unit, including videos and training logs.

### Behavior Counselor

**Behavioral counselors or consultants** deal with owners and dogs one-one-one assessing and addressing behavioral issues from housesoiling or barking to dealing with dog-to-dog and dog-to-people aggression. Coursework includes interview techniques, assessing dog temperament, eliminating variables and designing and setting up problem-elimination sessions. Certification for this course involves continued assignments after the completion of the on-site unit, including behavioral assessment notes, and follow-up evaluations.

## COURSE 1: FOUNDATION DOG TRAINING

**Gail Fisher's All Dogs Academy** is designed for the student who wants it all: From a beginner instructor just getting started, to the long-time teacher and trainer looking for new knowledge, an infusion of ideas and a shot of enthusiasm – this continuing education course is for you.

Dog Trainers and obedience instructors must understand how to train dogs and how to communicate dog training techniques and skills. The adage “Those who can, do; those who can't, teach” does a great disservice to teachers, including obedience instructors. In addition to knowledge of dog training, an obedience instructor needs to be a communicator. In other words, they do it all – train and teach.

Gail and her staff are educated, marker trainers using positive reinforcement techniques. While this course is not designed to convince you to “come over to our side,” it will develop your critical thinking and provide you with the information and knowledge to decide what's best for you—an innovative approach to success for both you and your students. In the end, we're convinced you'll want to incorporate marker training—but even if you don't, you'll gain immeasurably from attending All Dogs Academy.

Based on the first in the nation University course for Dog Trainers, this course was developed and taught by Gail at the University of New Hampshire as a two-year certificate program. Condensed into an intensive 5-day program, graduates will have the tools to teach quality professional classes for themselves, or their club or organization.

### ACADEMY CURRICULUM

**All Dogs Academy courses** delve in-depth into all aspects of teaching dog training: dog; student; instructor; training method; and instructional approach. It's not enough to know how to train dogs – there is so much more to it. Here's a sampling of topics covered at All Dogs Academy.

#### The dog

Training is about so much more than using a “method”. Students will develop a holistic approach from how the dog learns to what makes them tick:

- **Learning: Make it clear and worth my while** – how dogs learn
- **Communication: I “see” what you're saying** – recognizing and responding to a dog's body language and subtle signals
- **Dominance: If dogs ruled the world** – unraveling the myth
- **Stress & Confidence building:** – reducing dogs' stress to maximize learning
- **Hard wiring: God made me this way** – understanding temperament, breed characteristics and more
- **Inner workings: The body beautiful . . . and healthy:** An overview of health, nutrition, structure and their effect on learning
- **And much more**

#### The Human student

Gone are the days of the “drill sergeant” approach to teaching humans. Successful instructing must take into account the way people learn, and imparting a physical skill to them:

- **Students' Goals: “I just want my dog to . . .”** Understanding what our students want. And giving it to them.
- **Training the untrained: Transferring knowledge to your students simply and successfully.** Communicating and teaching skills from the ground up.
- **Difficult (challenging) students: She's not a dog trainer – and couldn't possibly play one on TV** – strategies to help the “non-natural” dog owner train the dog.
- **Learning styles: See, hear, do, unravel . . .** We don't all learn the same – maximizing your students' abilities by understanding how we learn.
- **Motivating students: “If I could just get my students to . . .”** Students are always motivated in the beginning . . . but maintaining it – that's another story.
- **Personalities: “I love dogs, it's the people I can't . . .”** Instructors must deal with different personalities and difficulties – successfully.

## You – the Teacher

Have you thought about why you're in this game? Is it because you love training dogs? Love teaching people? All of the above?

- **Philosophy:** What guides your decision-making? Do you have a personal mission statement? A principle-centered philosophy will steer you.
- **Your Goals:** “I just want to . . .” Establishing and reaching your goals
- **Motivation:** “I look forward to teaching because . . .” What motivates us as instructors? What do you get out of this? What do you want from your classes?

## Training Methods

There are lots of methods to choose from—and lots of “snake oil salesmen” (and TV personalities) selling them. To promote yourself and your classes, you need to know why yours is better, and how can you provide what students are looking for.

- **Evaluating methods: Military, lure/reward, clicker – which and why?** It's not a matter of opinion: evaluating training methodologies by *objective* criteria.
- **Consequences: The good, the bad and the ugly** – understanding how they rule dog behavior. Is there a place for “punishment”?
- **The chosen method: I know what I want to teach – now what do I do?** Learning the ins and outs of your training method.
- **Focus: Dogs can learn self control and focus** without needing to be intimidated into it . . . honest!

## Your Training Program

How to get the information across to your students:

- **I know what I want my students to do . . . now if I could just get them to do it!** Criteria for selecting training methods for your students
- **Making the most of the short time you have.** Designing a program to meet everyone's needs
  - Setting & reconciling goals (for you, your students and dogs)
  - Eliminating “first class chaos”
  - Fulfilling the instructor's missionary zeal without turning off the students
- **So many choices . . . what to do? What to do?** Selecting Equipment – evaluating uses, abuses and excuses
- **Stress** Reducing it . . . yours, theirs, the dog's.
- **Enrichment** – what every instructor wants for their students. And you can do it.
- **Fun? Can training be fun?** You bet! How to run orderly *and fun!* classes.
- **If I could just get them to practice . . .** Motivating students
- **The business of running a business** – Administrative details, setting rates, using assistants (and paying them?).
- **And a myriad other things**

## The Relationship

There's a dog at one end of the leash and a person at the other – tied together, but not connected. Your role is to help them forge a relationship, while developing a relationship with your students, too.

- **My (husband/kids) wanted a dog but look who's stuck training it** – getting through resentment to forge a connection with the dog
- **The blame game** – “It's the dog's fault” . . . but really it isn't. Getting past blame to understanding and compassion.
- **Thousands of dollars in destruction later** – mending the damaged relationship.
- **Two species of beginners – learning simultaneously. Eeeeeek!** We are the only teachers of any skill who work simultaneously with two species of beginners – teaching an unskilled human how to train an untrained dog – the focus is on teaching training skills to the human student.

**TUITION**

Course I: Early registration: \$1550 if paid in full prior to late registration date  
 Late registration \$1700 (see dates on website)

**SCHEDULE OF COURSES**

Please check the Schedule page on the website for the current schedule of upcoming course dates. <http://www.alldogsacademy.com/content/view/393/39/>

For Course II and Behavior Problem Solving Schedule, see website [www.alldogsacademy.com](http://www.alldogsacademy.com)  
 The following is a sample only. Actual times and activities are subject to change.

**All Dogs Academy Course I – Sample Schedule**

<b>Key:</b>	<b>Discussion/ Lecture/ Workshop</b>	<b>Instructing/ Training/ Practice</b>	<b>Optional Program</b>		
	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>8:00 - 8:30</b>	Registration & check-in	Continental Breakfast			
<b>8:45</b>	<b>8:30</b> Welcome!	Daily briefing			
<b>9:00</b>					
<b>10:15</b>	Break				
<b>10:30</b>	Training Class				
<b>12:00</b>	Lunch				
<b>12:45</b>					
<b>2:00</b>	Break				
<b>2:15</b>	Training Class				
<b>3:15</b>					
<b>4:30</b>	Q&A & Homework Assignments				Graduation & presentation of certificates
<b>5:00</b>	End of session				



**MEALS** – The following meals will be provided and are included in the tuition:  
**Breakfast** – Continental breakfast (coffee, tea, pastry, juice) Wednesday – Sunday  
**Lunch** – Wednesday – Sunday.

## **ADMISSION POLICIES & PROCEDURES**

All Dogs Academy is fair and impartial in all our relations without regard to age, race, color, gender, sexual orientation, religion or national origin.

### **STUDENT INTRODUCTION & ORIENTATION**

Students are welcomed and introduced to the faculty and staff at student orientation at the beginning of the program. Students will be working together, learning together, training together and developing important relationships over the course of the Academy programs. This orientation is the first step in this process to familiarize students with the rules and procedures for the coursework, and as an introduction to the Academy facilities. Students are encouraged to ask questions at all times – from orientation through to graduation and beyond.

### **EVALUATIONS & PROGRESS**

The Academy wants every student to achieve success, and our staff and faculty are here to help you achieve your goals. Awarding of a certificate may be based on quizzes, oral participation, video and hands-on practical application. Students may earn extra credits for outstanding work. Conversely, certification may be affected by repeated infractions such as failure to meet responsibilities, deadlines, chronic tardiness, and the like.

### **UNFORESEEN CIRCUMSTANCES**

A student who is unable to complete the coursework due to illness, accident, or death in the student's immediate family, will be given an "incomplete" and have the opportunity to complete the course at a future date. A student who fails to complete the coursework will not be eligible for a certificate.

### **SUCCESSFUL COMPLETION**

Upon the successful completion of the course requirements, students will receive a Certificate of Completion. All Dogs is licensed by the State of New Hampshire. The Certificate of Graduation will reflect All Dogs status as a State licensed School as well as the well-documented credentials represented by the name and reputation of Gail Fisher and the Academy.

### **HOLIDAYS**

The Academy observes the following National holidays: Presidents' Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years. Advisors are unavailable the week of Thanksgiving, or between Christmas and New Years Day.

# **ACADEMY GENERAL POLICIES**

## **COMPLETION OF ASSIGNMENTS, PUNCTUALITY & ATTENDANCE**

Completing assignments on time is essential both to learning and for good business practice. Classes begin promptly as scheduled. Repeated tardiness will result not only in the loss of information, but may affect the student's ability to receive a certificate. A student who is unable to attend a class or meet an assignment for any reason, should notify the Instructor in a timely fashion.

## **PERSONAL PHONE CALLS & CELL PHONES**

Except in an emergency, students will not be interrupted for personal calls. No personal long distance phone calls are to be made except in the case of emergency situations with the prior approval of the Registrar. Cell phones may be used during breaks, and are limited to use outside the building. Cell phones may not be used and must be turned off during class hours, while training, working with, walking or supervising dogs.

## **SMOKING, DRINKING, DRUGS & CHEWING GUM**

Alcohol and drug use will not be tolerated. All Dogs Gym & Inn is a non-smoking facility, including dog yards. Smoking is permitted during breaks only in designated area behind the Arena on the fire lane. Students may not smoke when handling or walking a dog. Cigarette butts must be disposed of in appropriate receptacles. No gum chewing is allowed in public at any time, and no eating in the reception area.

## **VULGAR LANGUAGE, DISRESPECT, SEXUAL HARASSMENT & DISCRIMINATION**

Vulgarity and rudeness will not be tolerated. Sexual harassment and discrimination will not be tolerated. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the Academy or All Dogs, whether male or female. Any student who feels harassed should discuss it with the Registrar. All complaints will be treated seriously, kept as confidential as possible and investigated fully.

## **UNSATISFACTORY CONDUCT**

A student who engages in repeated infractions of the Academy Codes of Conduct will be given a written warning. The Academy will offer guidance to help the student improve to meet the conduct standards of the Academy. While we cannot control a student's choices of his or her own behavior, the Academy can determine and control the environment it wishes to maintain and embody. Consequently, a student who chooses to engage in infractions after receiving a warning is indicating that it is his or her choice not to remain at the Academy. A student making such a choice by repeated infractions of the Academy Codes of Conduct will not be eligible for a tuition refund.

## **CODES OF CONDUCT**

The following excerpt from All Dogs Inc. Employment Manual is edited for applicability toward students at the Academy. Students are expected to conduct themselves in a manner applicable to employees and students alike:

### **TEAMWORK & COOPERATION**

We are members of a team working harmoniously with genuine caring and respect for each other as well as for our customers (both pets and people). We are aware of the needs of others and step in to help. Every member of our team pitches in to help a client, staff member or fellow student whenever and wherever they can. In a diverse and active business like ours,

there may be times when an activity impinges on the ability of another team member to perform their duties. For example, conversations in and near the reception area should be in a quiet tone of voice, helping keep the noise level around the receptionist under control so she/he can hear on the telephone and talk with customers. (Also quieting barking dogs).

### **SERVICE & PROFESSIONALISM**

In a service-oriented business, customers have choices. We conduct ourselves professionally, always striving to meet the needs of all customers and potential customers, always treating the public in a courteous, prompt, professional, respectful, friendly and positive manner. Staff and students conduct themselves with a demeanor that promotes confidence. Never speak negatively about or display a negative attitude toward any owner or dog in front of any client. Conversations regarding problems or difficulties with specific dogs or clients will be conducted privately in non-public areas.

### **PRIVACY POLICY**

We protect peoples' privacy. The privacy and integrity of clients, staff and students will be respected. Any conversations, discussions or information regarding private matters are to remain at the Academy.

### **DEMONSTRATE WHAT WE ADVOCATE**

We advocate a non-punitive, positive approach to training and living with a dog; display and demonstrate such treatment in all our dealings with dogs both in public and in private. In all our interactions with dogs, we support, assist and maintain desired behavior. In all our interactions with dogs, we are careful not to undermine the owners' efforts, including such things as jumping on us, feeding dogs from the table, allowing them to jump on counters, and the like. The mark of integrity is what we do when no one is looking.

### **DRESS CODE**

Everyone is asked to wear appropriate dress for the function of each individual's role and duties. The image of a school and business is reflected in the staff and students. This means starting the day clean and neatly dressed, in uniform where applicable. While those working directly with dogs will be subject to being dirtied, starting the day neat and well groomed creates a professional impression that shows through even when covered with paw prints. While casual clothes are practically a requirement, each employee and student is encouraged to use her or his best judgment in determining what is appropriate. Staff and students working with the public should be in uniform consisting of a uniform shirt or sweatshirt and tan, khaki or denim pants. Sneakers or running shoes are appropriate footwear for work with dogs. Closed-toe, rubber soled shoes are required for trainers.

The following is considered inappropriate attire:

- Spandex and exercise clothing including tank tops.
- Athletic shorts (shorts are not recommended for safety reasons, but if worn, shorts must be at least finger-tip length)
- Torn, ill-fitting (loose or tight), or dirty clothes or the "grunge" look
- Sweatpants
- Sandals, open toed or open heeled shoes, clogs, high heels.

### **INTEGRITY AND HONOR**

Everyone at All Dogs Inc. adheres to the highest standards of character, ethics and integrity. Any student at the Academy who exhibits dishonesty or unethical behavior in any manner, whether or not related to academic performance, is making a choice to terminate their participation in the Academy program. Any student assisting in an act of dishonesty will be treated as if they had committed the offence, is likewise making the choice to terminate their enrollment at the Academy. Such students will not be eligible for a refund.

## **PERSONAL MATTERS**

### **Dogs**

The Academy coursework is focused and demanding, and we strongly advise students not to bring their own personal pets. Students will be provided with dogs for practice classes, and for experience working with a variety of dogs. Students are responsible for clean up of any dog(s) they are training or overseeing both on and off the grounds of the Academy. Students will conduct themselves at all times, whether on or off the Academy grounds, to the highest standards of good dog ownership. Mistreatment of a dog (striking, kneeling, kicking, hanging and the like) will not be tolerated. Assuming it to be due to lack of knowledge, education is our first response. A repeated infraction, however, will result in the student being asked to leave the course.

If it is unavoidable to leave their dog comfortably at home or under the care of a friend or relative, the following applies to students who must bring their own personal dog:

The Academy Director must be informed in advance. The student has full responsibility for his or her dog, and the dog must either stay in the student's car (weather permitting), be crated inside (in the student's own crate) or in our boarding kennel (if space is available) at the students' expense. Unless kenneled, the dog must remain quiet and be on leash at all times when not confined, and may not demonstrate any aggression toward people or dogs. The student is responsible for all clean-up and care of his/her dog. The student's dog must be healthy and the student must show proof of current Rabies inoculation. With all due care being taken, the Academy is not responsible for the health or wellness of the student's dog. Should a student's dog become a distraction, the student must immediately remove the dog. Students missing any portion of the coursework as a result of caring for their own personal dog should not expect additional instruction or make-up sessions.

### **PERSONAL PROPERTY & PERSONAL EXPENSES**

The Academy assumes no responsibility for loss or damage to a student's personal property, or for any damage to any car or vehicle, or for loss by theft of any vehicle or any of its contents while in, on or adjacent to Academy property. With the exception of meals provided as noted elsewhere in this catalog, each student is responsible for his or her own living expenses including travel; food and any ancillary supplies.

### **LIVING ARRANGEMENTS**

Students must make their own arrangements. Students may contact the Registrar for a list of local motels and hotels. Students staying in local hotels must adhere to a strict code of conduct for themselves and their dog (if applicable).

### **VISITORS**

We welcome students' family and friends to visit All Dogs Gym & Inn for a tour of the facility during non-class hours. Visitors must be accompanied by a staff person, and must not handle any animals or put their fingers in enclosures containing dogs or cats.

### **HEALTH & PHYSICAL CONDITION**

Pursuing a career in dog training is not without risk. Students acknowledge this risk, and recognize that even with all due care being exercised, injuries can occur and that the Academy is not responsible for injuries to any student that results from participation in the Academy's programs and courses of study. Each student represents that he or she is in good health, and is physically able to perform all aspects of the Academy program.

## **THE ACADEMY & THE COMMUNITY**

### **THINGS TO DO**

All Dogs Academy is located in Manchester, New Hampshire, a 40 minute drive to the beach and an hour to the mountains. Manchester used to be proud to say it's just an hour from Boston. With the expansion of Manchester-Boston Regional Airport, expanded endowment of museums, influx of new restaurants and night spots, and the opening of the Verizon Wireless Arena, Manchester is now a destination spot for cultural events, recreation and major entertainment. Manchester is home of the American Hockey League Manchester Monarchs (All Dogs Flyball proudly entertains during period breaks on the ice at Monarchs hockey games); Manchester Wolves Arena2 Football; and the New Hampshire Fisher Cats, AA Baseball (Toronto Blue Jays).

Students at the Academy can enjoy retail or outlet shopping, take in a movie, a play, go to a museum, or take in a sporting event or concert – all of which are easily found in Manchester and the surrounding communities.

### **WEATHER**

The weather in Manchester is typical for New England – wait a minute and it'll change. Weather is variable. Autumn and the fall foliage attract many visitors to the area and make this season exceptionally beautiful. Winters are usually brisk and snowy. Spring brings beautiful, sunny days interspersed with occasional rain and spring flowers. Warm days and cool nights make the summer sessions popular. In any case, All Dogs Gym facilities are fully climate controlled regardless of weather.

## **CERTIFICATION REQUIREMENTS**

It is the sincere desire of everyone at the Academy that all students will successfully complete the program. Requirements for graduation and the awarding of a certificate include continual assessment throughout the course, as well as a practicum demonstrating the student's knowledge and ability to teach.

## **ALL DOGS ACADEMY JOB PLACEMENT**

Graduates of the Academy will be qualified to teach pet training classes and offer one-on-one instruction to individuals. All Dogs Academy will assist graduates, as much as possible, in finding positions as instructors. The Academy cannot guarantee placement or starting salaries, and cannot be held responsible if a student fails to secure a position as an instructor. From time to time, the Academy will hire graduates of its program, but such openings are not guaranteed to any graduate.

### ***True & Correct Statement***

The information contained in this catalog is true and correct to the best of my knowledge.

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Gail T. Fisher, Director

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Date

## **All Dogs Academy Enrollment Agreement & Application**

All Dogs Academy for Professional Trainers & Instructors (“the Academy”) is a Division of All Dogs Inc. (“All Dogs”). The Academy is committed to the advancement of humane training of dogs through developing professional trainers with the highest level of skills in the field. The goal of the Academy is to provide graduates with the requisite skills to achieve success as professional dog trainers and obedience instructors emphasizing the principles and skills of clicker training and operant learning as their primary practice.

The following information will provide the Academy with information regarding your background, qualifications and aspirations, as well as providing you with the Academy’s enrollment procedures, requirements, terms and conditions.

### **Changes to the Program**

The Academy and All Dogs reserve the right to add, delete, update, and change classes, faculty, and programs, including, but not limited to text books, manuals, policies, rules and regulations. Students enrolled in the Academy agree to be bound by and to comply with all policies, rules and regulations of the Academy that are in effect during their enrollment in the Academy’s programs, subject to change and revision from time-to-time.

### **ADMISSION PROCEDURES & POLICIES**

#### **Non-discrimination Policy**

The Academy does not discriminate in enrollment, administration of its policies, educational policies, programs or hiring. Students must be 18 years old, or have signed permission from a parent or guardian to attend the Academy courses. Students younger than 18 may be interviewed prior to acceptance.

By signing the enrollment application, the applicant represents that all information is true, correct and complete in all respects.

#### **TUITION & FEES**

The non-refundable application fee of \$250.00 must be sent with application. The balance of tuition is due 30 days prior to the start of any course, unless prior arrangements have been made and accepted in writing by the Academy:

#### **FEE SCHEDULES** (Effective January, 2011)

Application fee (sent with application)	\$ 250
Balance of course tuition if paid in full before late registration date (see Catalog, page 7)	\$1,300 (Total \$1,550)
Balance due of course tuition if paid after late registration date (see Catalog, page 7)	\$1,450 (Total \$1,700)

Tuition includes all required training equipment, Gail Fisher’s Training Manuals and instruction, meals as noted in Catalog, and Certificate of Completion after all coursework has been satisfactorily completed. Placement assistance upon successful completion of the entire course as well as continued access to instructors for email and/or telephone consultation and advice in the future.

Tuition does not include books, meals (other than as specified), lodging, transportation, expenses related to the student’s dog(s) or any other items not specifically mentioned above.

#### **REQUIREMENTS FOR CERTIFICATION OF EACH COURSE**

Students must pass both oral testing as well as practical testing of their skill proficiencies to receive certification of each Course. There may be additional written tests and video requirements for some Courses.

#### **CANCELLATION & REFUND POLICY**

When you register for the program you are reserving Academy resources, and we assume you will participate in the program. It is our sincere hope that students will not withdraw once they have been accepted into the program, but in the event of unforeseen circumstances, our policy includes the following schedule regarding cancellations and refunds as per NH State Statutes:

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### PART Pos 1111 REFUND STANDARDS

Pos 1111.01 Refund Principle. The director shall approve only those schools that publish and adhere to refund provisions consistent with the standards below.

#### Pos 1111.02 Federal Program Refund.

The refund policy for students receiving benefits from federal programs that require specific refund policies shall be in accordance with the specific federal policies.

#### Pos 1111.03 Full Refund.

A school's refund policy shall provide for a full refund of all money paid by the student if:

- (a) The applicant or student cancels enrollment within 3 business days under RSA 188-D:23;
- (b) The student did not meet the provisions of Pos 1104.01;
- (c) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- (d) The school's failure to comply with RSA 188-D-23.

#### Pos 1111.04 Short Program Refunds.

If for any reason a student withdraws or is dismissed by the school from a program which has a fixed class schedule, and is shorter than 6 class days, and is less than \$350 in total cost, and is not one of a sequence of programs, the student shall not be entitled to any refund, except as noted in Pos 1111.02 and 1111.03.

#### Pos 1111.05 Partial refunds.

(a) A student who withdraws or is dismissed after the period of time identified under Pos 1111.03(a) has passed, but before completing 50% of the potential units of instruction in the current time period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current time period, less a one-time application fee not exceeding \$500 or 20% of the program tuition, whichever is less.

(b) Pro rata refund shall be the ratio of the number of units remaining after the last unit completed by the student to the total number of units in the time period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current time period.

(c) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

(d) No refund shall be required for any student who withdraws or is dismissed after completing 50% of the potential units of instruction in the current time period unless a student withdraws due to mitigating circumstances, in which case refunds shall be calculated based on the pro rata method described in Pos 1111.05 (a).

(e) The 50 percent completion limitation does not apply in cases where the student cannot complete the program due to action taken by the school. Examples of school's action shall include school closing or bankruptcy, or cancellation of the program. In these and similar situations, refunds and fees shall be based on the pro rata method described in Pos 1111.05 (a) for up to 100 percent of the tuition paid.

Pos 1111.06 Timely Refunds Payments.: Refunds shall be paid within 30 days after the effective date of termination.

#### Pos 1111.07 Good Faith Effort.

A school shall be considered to have made a good faith refund effort to make a refund, if the student's file contains evidence of the following attempts:

- (a) Certified mail to student's last known address;
- (b) Certified mail to the student's permanent address; and
- (c) Certified mail to the address of the student's parent or listed next of kin, if different from the permanent address.

#### Pos 1111.08 Notice of Withdrawal.

(a) A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.

(b) The school shall honor any valid notice of withdrawal given, reimburse the student any refund amount due, and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund standards.

(c) All schools shall have a constructive notice of an intention to withdraw policy.

(d) For students receiving funds under federal programs, schools shall comply with applicable federal guidelines for providing notice of an intention to withdraw.

#### Pos 1111.09 Refund Not Conditional on Compliance With School Regulations.

A school shall not make its refund policy conditional upon compliance with the school's rules of conduct or other regulations.

Pos 1111.10 Distribution of Refunds to Financial Aid Sponsors. All or a portion of any refunds due shall be paid to sponsors furnishing grants, loans, scholarships or other financial aid to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors. After any disbursements to financial aid sponsors have been made, the student shall receive the balance, if any, of the amount due under the school's refund policy.

*Exceptions:* 100% refunds (including the \$250 Application fee) are provided to students should the program be cancelled.

Refunds other than the amounts listed in the policy above may be given when there is an Academy error, or for medical issues or family emergencies. Complete the Refund Request Form available from the Registrar. Documentation will be required. Requests for exceptions must be received in a timely manner.

*Note:* Normally you will receive your refund two to three weeks from the date of withdrawal. Check refunds are made to students unless charges are paid by third party contracts. Credit card refunds are issued to the account originally charged.

# ALL DOGS ACADEMY APPLICATION

Course applying for:  Course 1 Date \_\_\_\_\_  
 Course 2 Date \_\_\_\_\_ Date attended Course 1 \_\_\_\_\_  
 Course 3 Date \_\_\_\_\_ Date attended Course 2 \_\_\_\_\_

To enroll in the above Academy course, fill out the following application, and return it with the signed agreement and application fee or complete tuition to: All Dogs Academy, 505 Sheffield Rd., Manchester, NH 03103.

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email address \_\_\_\_\_

Repeat email \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Name

Phone Number

## Health Information

Please list any health, physical or hearing issues that could affect your training \_\_\_\_\_

Are you generally in good health?  Yes  No If not, please explain. Attach doctor's note if necessary.

To give us some background on the attendees, please share the following information with us:

### Dogs

Please list information on dogs currently owned, including breed(s) ages, sex, how long owned, and any accomplishments or training. (Attach separate sheet if necessary)

Please list information on dogs owned in the past, including breed(s) ages, sex, accomplishments (if any) and what happened to dog? (Attach separate sheet if necessary)

**Working experience with dogs** - Describe experience (Attach separate sheet if necessary)





**AGREEMENT  
POLICIES, RULES, REGULATIONS & WAIVER & ASSUMPTION TO HOLD HARMLESS**

All students are required to review, agree to and abide by All Dogs Academy for Professional Dog Trainers & Instructors (“the Academy”) policies, rules and regulations in effect, and subject to change from time to time. By signing below, the student acknowledges receipt of a copy of the current policies, rules and regulations of the Academy, a copy of which is contained in this Catalog and Enrollment Agreement & Application. The Academy, at its sole discretion, may amend its policies, rules and regulations at any time, and the student agrees to abide by any such amended changes from the date of adoption. Students are subject to termination if they do not strictly adhere to all Academy policies, rules and regulations as outlined in the Academy Catalog.

The terms and conditions of the Academy Programs shall be enforced in accordance with the laws of the State of New Hampshire, and all Agreements are deemed to have been made in the State of New Hampshire. In the event of litigation regarding the terms and conditions of the Academy Program, the parties expressly submit to the jurisdiction of the federal and state courts located in New Hampshire.

The undersigned, as an applicant for admission as a student at the Academy, hereby requests admission to the Academy Course. The applicant attests that all information contained in this application is true, correct and complete to the best of his or her knowledge. Upon acceptance for admission, the undersigned agrees to be bound by the terms and conditions of this Enrollment Agreement & Application, and the policies and procedures from time to time adopted by the Academy.

I (print name) \_\_\_\_\_ understand that attendance and participation in an Academy Course is not without risk to myself and/or guests who may attend this course. I further understand that if I bring my personal dog to the Course, he/she is also at risk, and I may be exposing my dog to an illness beyond the control of the Academy. I understand that some of the dogs I may be exposed to or handle may be difficult to control and may cause injury even when handled with the greatest amount of care. I further understand that dogs’ actions can not always be predicted.

I hereby waive and release Gail Fisher, All Dogs Inc, All Dogs Academy, All Dogs Gym & Inn, all owners of dogs I may work with, and any employees, owners, and agents from any and all liability of any nature for injury or damage which I or my dog may suffer, including specifically, but not without limitation, any injury or damage resulting from the action of any dog, and I expressly assume the risk of any such damage or injury while attending the Academy Courses, while supervising, instructing, training or interacting with the dog off property or while on the grounds or surrounding area thereto.

In consideration of my attendance and participation in All Dogs Academy Dog Training & Instructing Courses, I hereby agree to indemnify and hold harmless Gail Fisher, All Dogs Inc, All Dogs Academy, All Dogs Gym & Inn, all owners of dogs I may work with, and any employees, owners, and agents from any and all claims or claims by any member of my family or any other person accompanying me during the course as a result of any action by any dog, including my own.

\_\_\_\_\_  
Signature of applicant (Must be 18 years of age or older)

\_\_\_\_\_  
Signature of parent/guardian (If Applicant is under 18 years of age)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

***Any buyer may cancel this transaction any time prior to midnight of the third business day after the date of this transaction (per RSA 188-D:23)***

Return completed application to All Dogs Academy, 505 Sheffield Rd., Manchester, NH 03103