

PROGRAM CATALOG

Volume II - Number 01
2024-2025

The Global Leader in Canine Education

For more than a decade, the School for Dog Trainers at Highland Canine Training, LLC has been providing students the opportunity to learn from a proven curriculum that has led to developing industry leading trainers across the globe.



Special Notice

The statements set forth in this catalog are for information purposes only and should not be construed as the basis of a contract between students and Highland Canine Training, LLC.

While the provisions of this catalog will generally be applied as stated, Highland Canine Training, LLC reserves the right to revise all terms, provisions, policies, requirements, and procedures contained in this catalog. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Offices of the Registrar. It is especially important that students note that it is their responsibility to remain apprised of current requirements for their particular programs and to understand that they will be bound by and must comply with all terms, provisions, policies, requirements, and procedures contained in this catalog.

Highland Canine Training, LLC is an affirmative action/equal opportunity education institution and does not discriminate based on an individual's race, color, national origin, sex, sexual orientation, gender identity, religion, age, veteran status, ancestry, or any other legally protected classification in employment, admissions, or activities.

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MISSION STATEMENT

As an international provider of premier educational programs for students seeking to further their knowledge of dog training techniques and methods, we provide the knowledge and skills required to become successful, professional dog trainers.

HISTORY

Highland Canine Training, LLC was founded in 2006, as a full-service dog training facility in North Carolina. We offer a variety of dog training programs and courses through our School for Dog Trainers, obedience and behavior modification programs, service dog sales and training, police K-9 sales and training, protection dog sales and training, search and rescue dog training, as well as program offerings in specialty areas. Our School for Dog Trainers started offering programs in 2006 and that same year, hosted its first international student from Tokyo, Japan. Since, we have offered programs that have been sought out by industry professionals across the globe.

Based on considerable demand from our alumni and prospective students, in 2013 we developed our Service Dog Trainer Program and our Master Dog Trainer Program. In 2020, we held our 60th class at our school.



THE GLOBAL LEADER IN CANINE EDUCATION

For more than a decade, the School for Dog Trainers at Highland Canine Training, LLC has been providing students the opportunity to learn from a proven curriculum that has led to developing industry leading trainers across the globe. Over the years, our School for Dog Trainers has hosted students from more than 30 countries. We offer the most inclusive canine education programs available in the industry today.

Our School for Dog Trainers is unique in that we teach you a variety of ways to accomplish a task or skill with dogs. We don't simply teach students one singular method for training dogs. We place an emphasis on understanding and being able to apply operant conditioning principles as a foundation of becoming a professional dog trainer. We also focus on teaching students of our School for Dog Trainers other proven techniques of training dogs.

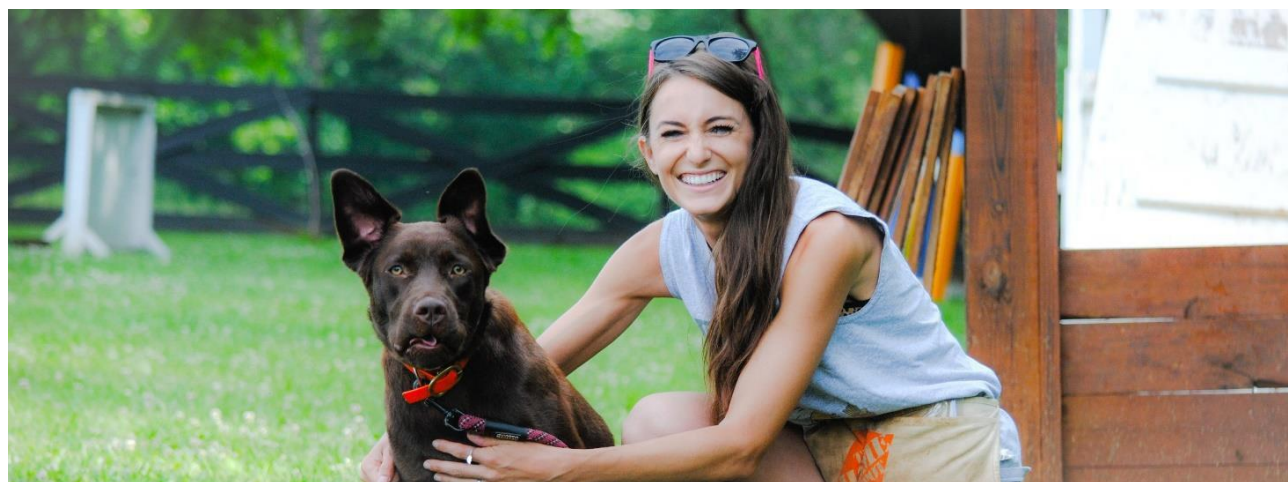
LOCATION AND FACILITIES

Harmony, North Carolina, nestled in the foothills of the Blue Ridge Mountains is the home of our School for Dog Trainers. Our facility is about an hour north of Charlotte, and is also conveniently located near Winston- Salem, Greensboro, Hickory and Lake Norman.

Our School for Dog Trainers offers an idyllic rural setting that is ideal for learning. Our 50+ acre Canine Education Center has two fully equipped, state of the-art, classrooms that are perfect for lectures and demonstrations. Our 23+ acre Canine Development and Training Center is where much of the hands-on training and labs are conducted.

We use a variety of off-site locations for training; for example, our service dog students often train dogs in public places such as malls, theaters, shopping centers and other areas where these dogs will commonly work. Students can also get involved in police K9 training at venues such as schools, warehouses, and car lots.

We offer complimentary airport pickup from either of our convenient international airports for anyone traveling to or from our school. Charlotte Douglas International Airport (CLT) is located about 60 minutes south of our facility and is a popular airport for many international flights. Piedmont Triad International Airport (GSO) is located about 60 minutes east of our facility and hosts daily regional and international flights.



COMPREHENSIVE PROGRAMS

Highland Canine Training, LLC Professional Dog Trainer School and certificate programs teaches everything you need to be a professional dog trainer. Our programs offer the most progressive and innovative methods of dog training to jump start or enhance your career as a professional dog trainer.

We offer comprehensive programs that allow you to focus on specialty areas such as service dog training, police K9 training, detection dog training, protection dog training, search and rescue dog training, and more.

Regardless of your current skill level and experience working with dogs, our Professional Dog Trainer Programs have something to offer. Our goal is to meet the learning requirements of each individual student, and our programs can be customized to meet those needs.

CURRICULUM DEVELOPMENT

Our curriculum has been developed by industry experts to provide you with the necessary skills to become a proficient dog trainer in the areas of study. Our curriculum is regularly reviewed and updated to ensure that students are provided with the most current information in the industry. Our curriculum is also designed to provide the student with a variety of techniques that can be applied to accomplish their goals as a professional dog trainer.

EXPERIENCED INSTRUCTORS

Our staff of expert instructors are recognized leaders in the industry. Prior to being hired at our School for Dog Trainers, all our instructors are required to have ample training and field experience sufficient to meet state regulations in North Carolina where our school is licensed to operate. Because of their real-life experiences as dog trainers, they are able to convey invaluable information and techniques to students.

Our staff continuously strives to remain up to date on dog training techniques and methods in this ever-changing industry by regularly attending training programs, seminars and conferences.



ERIN PURGASON, BS, CPDT-KA OWNER

Erin is the owner of Highland Canine Training, LLC and has been a sworn law enforcement officer since 2002. She directs our obedience and behavior modification training programs and also assists with the training of dogs for police patrol, detection, and search and rescue. Erin also oversees our Assistance Dogs for Autism Program and assists with training dogs and working with their new families.

Erin has worked with animals in clinical settings since 1995 and has owned and worked with dogs all her life. Erin also has experience handling scent discrimination tracking dogs, including a bloodhound as a search and rescue dog handler.

JASON PURGASON, PRESIDENT

Jason is the President of Highland Canine Training, LLC. A reserve police officer and former Police Canine Handler, Jason conducts police canine handler programs as well as trainers' programs and all working dog training. Jason earned his Police K9 Instructors Certification and has trained canines in the areas of Narcotics Detection, Explosives Detection, Police Patrol, Urban Disaster, Scent Discrimination Tracking, and Cadaver Detection.

Jason has instructed seminars for Police Canine Handlers at NASA, the Pentagon Police, and for many other professional, government, and law enforcement teams across the world.

GREG VAUGHN, INSTRUCTOR

Originally from Brooklyn, New York, Greg brings a wealth of knowledge to our School for Dog Trainers. Greg attended SUNY Rockland and majored in Psychology. Afterwards, he went on to pursue a career in dog training. He began at a big box pet training business and earned a certification as a dog trainer. He then went on to work with clients and their dogs on his own. Offering obedience and behavior modification programs throughout New York, Greg learned the importance of building a strong and lasting relationship between dog and owner. With years of experience in pet retail and dog training, he brings a unique insight of the dog industry to our students. Greg also acts as our student services coordinator to ensure that our students have a seamless and fulfilling experience at our school. He works closely with our Director of Canine Education Programs and other business divisions to ensure that our students have an opportunity to learn as much as they would like while attending our programs. His commitment to the success of each student is apparent in his daily interactions with our students.

Greg joined our team after graduating our 24-week Master Dog Trainer Course in the top of his class. Greg combines his love for animal behavior with his passion for teaching others to create the best learning experience for our students.

BRANDI WALLWORK, INSTRUCTOR

Brandi Wallwork recognizes how important it is that every dog owner be able to understand their dog and know how to effectively communicate with them. Her passion for understanding and training dogs was sparked when her own dog became highly reactive and aggressive toward other dogs. She realized many others must be struggling with similar situations and now strives to help anyone facing difficulties with their beloved pets.

Brandi has been an active member of several animal rescue organizations since 2010, helping spread the importance of adoption in the community and fostering homeless cats and dogs. She managed a dog daycare and boarding facility for three years; therefore, she has firsthand experience of each individual dog's unique personality and temperament. She understands the importance of honesty and excellence in customer service.

Brandi graduated from Highland Canine Training School for Dog Trainers with a focus on Obedience, Behavior Modification, and Service Dogs. As the Director of Service Dog Programs, she has trained and delivered countless service dogs across the nation to families in need.

CARLOS HERNANDEZ, BA, INSTRUCTOR

Carlos is a veteran of working with people to create a better life with their dogs. He is a native of Puerto Rico and spent most of his life in San Juan. Carlos worked for 16 years in the mortgage and real estate industry when he decided to pursue his lifelong passion for working with dogs and people. Carlos has been working with dogs professionally since 2009 and owned his own pet training business "Canino" in San Juan for many years. During this time, he also assisted the D.A.S.H.A. Program with training therapy and service dogs and their handlers. In 2017, he joined the team at Highland Canine Training, LLC and has since worked as a trainer in our Service Dog Program. The passion and enthusiasm that Carlos has for working with service dogs and their owners is readily seen in his work. He has trained and delivered scores of service dogs throughout the US and the Caribbean. Carlos continues to serve as a liaison with the D.A.S.H.A Program to coordinate Service Dog training and donations on behalf of Highland Canine Training, LLC. In addition to training dogs and people, Carlos also serves as an Instructor and brings his experience and perspective to our students in the Service Dog Trainer course at the School for Dog Trainers

Carlos is a graduate of the Metropolitan University of Puerto Rico with a degree in Marketing and Management.

KRESS WALTERS, BS, INSTRUCTOR

Kress Walters serves as an instructor at our School for Dog Trainers, as well as a dog trainer at our facility in Harmony, NC. Kress specializes in on and off leash training programs as well as rehabilitation programs for dogs with severe behavioral problems. Kress assists with instructing students attending our Canine Training and Behavior Modification Professional Program as well as our Master Dog Trainer Program.

Kress utilizes quick and easy methods for training and teaching pet dog owners. The approach is simple: teach dog owners how to understand and properly communicate with their dogs to create a positive, productive relationship. Some of the methods of dog training that he utilizes for teaching dogs include: Clicker Training, Positive Reinforcement, motivational skills training, as well as remote collar training.

Kress continues to further his knowledge in the dog training field by attending seminars and classes as well as working with shelter and rescue dogs.

Kress also specializes in teaching agility, K9 scent work, protection dog training and other activities that challenge dogs both mentally and physically. Kress has worked as a volunteer with a local Charlotte rescue organization both as a foster and a trainer. He helps increase the dog's chances of adoption by socializing and correcting misbehaviors. Kress is a member of the Association of Professional Dog Trainers, Member #80023.

GABRIELLA FRED, AS, INSTRUCTOR

Gabbie is originally from Lubbock, Texas. She joined the United States Navy at the age of 19, where she served 8 years in the military before moving on to pursue a college education. Gabriella received her Associate Degree in Healthcare Administration with the University of Phoenix. Upon completion of this degree she realized that she wanted to do something that her heart desired and work closer with dogs. She attended the School for Dog Trainers and graduated in December of 2016, completing the Master Dog Trainer Program.

Since, Gabbie has worked with dogs and their owners to teach them the importance of obedience and boundaries. Gabbie regularly works with aggressive and "hard to train" breeds.

SGT. GARY SIMPSON, INSTRUCTOR

Gary Simpson has over 20 years of experience in Law Enforcement to include; Patrol Officer, Gang Investigator, Narcotics Investigator, B.L.E.T. Instructor and 16 years as an Interstate Criminal Interdiction Officer with 8 of those years as an active K9 handler.

Gary has recorded over 3700 training hours with a focus in Advanced Criminal Interdiction. He has conducted training from Colorado to Florida in the field of Criminal Interdiction dealing with bulk currency seizures, narcotic seizures, use of K-9 and hidden compartments. He has also been an active instructor for U.S. Customs and the NCEA for several years in the field of Advanced Patrol & Criminal Interdiction.

Gary's interdiction career began in Forsyth County, NC where he was a supervisor and active team member of the Interstate Criminal Enforcement Team. During his interdiction career, he has been involved in numerous record breaking seizures in North Carolina. He has conducted hundreds of "cold traffic stops" that resulted in high volume seizures of narcotics along with millions of dollars in U.S. currency and stolen property. During his interdiction efforts Gary has discovered and been exposed to hundreds of hidden compartment/trap vehicles from CMV to passenger cars. Through testimony in the federal court system on the use of K-9, Gary has been deemed an expert in the field of Criminal Interdiction.

COREY ARCHER, INSTRUCTOR

Corey has been handling working dogs for over 15 years and brings this experience and knowledge to our clients in Alabama to assist them in solving problems such as aggression, dominance, fear, shyness, biting, jumping, as well as other behavioral issues. Corey also participates in our Assistance Dogs for Autism Program by assisting with deliveries of Service dogs to their new families. Corey enjoys working with children and families affected by Autism Spectrum Disorders and his experience with people and dogs makes him a valuable asset to our team.

Corey conducts training and certifications for Police and Search and Rescue dogs and handlers. He has helped to train both Law Enforcement and Military handlers in Police Patrol, Narcotics, Explosives, Cadaver, Trailing, and Search and Rescue. Corey assists in conducting handler programs and regularly instructs at Highland Canine Training, LLC's School for Dog Trainers.

Corey utilizes proven and simple methods for instructing dogs and their owners / handlers. Corey's style is straightforward, and he has a very goal-oriented approach to training and resolving problems. His goal is to always improve relationships between dogs and their owners by teaching effective communication and basic principles of learning. He focuses on assisting clients in dealing with and rehabilitating issues such as dominance aggression, fear aggression, territorial aggression, phobias, shyness, and neurotic behaviors. Corey continues to further his education in the dog training field by attending seminars and classes, as well as working with police and search and rescue canine teams.

COL. JEFF JORDAN, BS, MS, INSTRUCTOR

Jeff Jordan has been training and handling Cadaver dogs for nearly 20 years. He graduated from The Citadel - The Military College of SC in 1983. He also earned a Master's Degree in Secondary School Administration from Winthrop University. He retired from the Kershaw County, SC school district in 2012 after serving as a teacher, coach, and assistant principal at Camden High School then principal of Camden Middle School. He is now an instructor and coach at Camden Military Academy in Camden, SC. Jordan is a Colonel in the South Carolina State Guard having served for 28 years. He currently is on division staff and serves as the ESF 9 LNO and commands the K9 Special Operations Unit. He, along with K9 Fritz, were assigned to the Southwest Louisiana Task Force in the aftermath of Hurricane Katrina to recover human remains in the Lower 9th Ward of New Orleans. He currently trains and handles two GSD cadaver dogs, K9 Trooper and K9 Kelsie.

SHANA PARSNOW, INSTRUCTOR

Shana began her career with animals at a national retail pet chain and later continued working as a veterinary assistant at a local animal hospital. After several years, she decided that her passion lied with training dogs and people and she decided to attend the School for Dog Trainers at Highland Canine Training, LLC. A graduate of our intensive 24-week Master Dog Trainer Program, Shana works with a variety of dogs and owners. Although Shana works with helping owners and their pets to stay sharp in her obedience and behavior modification skills, her focus is in our Police & Military Working dog division of our business. She not only trains dogs for detection, trailing and patrol dog functions, she also assists in training new and experienced handlers how to effectively work with their new K9 partners in our police k9 handler courses. In addition, she works with many of the puppies in our working dog programs to ensure their proper socialization and development.

Shana also assists in the many research and development projects conducted at Highland Canine Training, LLC to better improve police and military working dogs.

AMBER SIEBSEN, INSTRUCTOR

Amber grew up around dogs and animals and has always had a passion for training dogs. She attended our 24-week Master Dog Trainer Program at our School for Dog Trainers. Her work ethic and practical approach to training dogs and people led us to add her to the team. After joining the team, Amber dove in to all aspects of dog training. She has since worked in our Service Dog Division and has excelled at training police dogs as well as assisting with our police k9 handler courses.

In our Service Dog Division, Amber works with the day-to-day training of service dogs for a variety of tasks. She also assists our team of service dog trainers in selecting candidates for service dog training as well as delivering dogs to their new homes and working with their new handlers and their families.

Amber has a passion for working dogs and it clearly shows. She trains police and military dogs in explosives and narcotics detection as well as scent discrimination and variable surface trailing. Amber is an asset in our working dog training programs from selection to assisting new handlers learn to more effectively work with their new partners. In addition, Amber also trains personal protection dogs and their new owners.

DEBRA LIVINGOOD, INSTRUCTOR

Deb joined the Highland Canine Training team in 2018. As a retired Naval Officer and Director of Training/Operations for both national and international companies, she brings extensive leadership and management experience with 30+ years within both the military and civilian sectors. Her significant experience in project management, organizational development/restructuring, training and enhancing staff effectiveness through proactive mentoring efforts benefits the Highland Canine Training, LLC staff as well as Highland's customers.

Over her professional career, she has held numerous leadership positions with direct experience in a variety of industries to include training, national and international security/counter terrorism, corrections, logistics, sales, finance, mergers and acquisitions, franchise development, and strategic planning/executive coaching. As a Commanding Officer, she was responsible for leading a large organization that provided operational and tactical support to both the Navy and Homeland Security/ Defense units. As the Chief Staff Officer for a large shore installation in Japan, she was responsible for leading over 2000 staff, 15 large departments and running a base with nine satellite locations including two explosive ordnance facilities, two off-base housing facilities, and a major fuel depot which supported seven forward deployed ships and 26 ancillary commands. During this time, she led a large security detachment with a robust Military Working Dog (MWD) program, which developed and implemented of a comprehensive security plan, coordinating all force protection and communication efforts after the Sept 11, 2001 terrorist attacks. Having traveled the world extensively, and through her time living and working in the United Kingdom, Iceland and Japan, Deb also understands and appreciates the importance of cultural difference and has applied that knowledge to form outstanding international business relationships.

Deb is a graduate of the United States Naval Academy, holds two Master's degrees (Applied Science and National Security and Strategic Studies) and is a graduate of the School for Dog Trainers at Highland Canine Training, LLC, Service Dog Training Program. A business owner herself, Deb also trains service dogs for people with disabilities specializing in training dogs for children with autism.

MAGDELENA SZYMANSKA, INSTRUCTOR

Magdalena was born and raised in Szczecin, Poland and later graduated from the University of Szczecin with a BA in Sociology. She grew up with dogs and other animals in Poland and has always had an interest in helping them. While following her passion to help dogs she often organized campaigns for her local city shelter to help care for the dogs and help them find forever homes.

She came to the United States in 2002 as part of a Student Exchange Program and later became a US citizen in 2012. Magdalena also worked in London for several years and has traveled extensively to more than 25 countries. For more than a decade, she lived in Boston, MA where she worked at a Children's Hospital and in other businesses that were centered around helping people.

Her love for dogs finally motivated her to learn more about dog behavior and she was compelled to become a professional dog trainer. She completed the 24-week Master Dog Trainer Program where she finished in the top of her class. She soon fell in love with working with dogs and helping people create better relationships with them.

Magdalena also serves as our student services coordinator to ensure that our students have a seamless and fulfilling experience at our school. She works closely with our Director of Canine Education Programs and other business divisions to ensure that our students have an opportunity to learn as much as they would like while attending our programs. Her commitment to the success of each student is apparent in her daily interactions with our students.

Magdalena combines her love for animal behavior with her passion for teaching others to create the best learning experience for our students.

ELZA WYDOCK, INSTRUCTOR

Elza is originally from Batesville, Arkansas. Many of Elza's early years were spent around animals in a farm setting – she grew up with dogs, horses, cows and chickens.

Prior to moving to North Carolina, Elza ran a successful dog training business in Florida for five years. In 2022, Elza attended the Master Dog Trainer program at the School for Dog Trainers – a 24-week program covering all aspects of dog training. Elza graduated as one of three Honor students, a recipient of the Student Excellence award, and Valedictorian of her class.

Elza now works at the Main Campus of the School for Dog Trainers, helping the next generation of dog trainers to improve their knowledge and skills.

Outside of work, Elza enjoys participating in multiple dog sports, marathons, hiking, and hobby photography.

BROOKS ADAIR, INSTRUCTOR

Originally from South Carolina, Brooks has had a passion for dogs since a young age. His working career started in the restaurant business at the age of 15, and he has been working ever since! Brooks loves to move around and stay active.

Brooks has always loved dogs; his fascination for training them started when he watched quail dogs when he was little.

Brooks moved to North Carolina when he enrolled in the Master Dog Trainer Program at the Main Campus at the School for Dog Trainers. He is now an important member of our working dog team, helping to train police and military K9s and their handlers.

"I love the working dog side very much," says Brooks. "I also love making a difference in someone's life by helping them attain the dog of their dreams."

APPROVALS AND MEMBERSHIPS

STATE APPROVALS

Highland Canine Training, LLC School for Dog Training is licensed by the North Carolina State Board of Community Colleges "The North Carolina State Board of Community Colleges is not an accrediting agency."

North Carolina Community College System 200 West Jones Street Raleigh, North Carolina 27603
(919) 807-7100

North Carolina State Approving Agency for Veterans and Military Education PO Box 13628, 68 TW Alexander Drive Research Triangle Park, North Carolina 27709 (919) 280-3690

North Carolina Private Protective Services 4901 Glenwood Ave. #200 Raleigh, North Carolina 27612 (919) 788-5320

PROFESSIONAL MEMBERSHIPS

International Association of Canine Professionals

Alpha Beta Kappa National Honor Society

FINANCIAL INFORMATION *Pricing includes \$500 non-refundable deposit*

TUITION AND FEES

Program Tuition

Master Dog Trainer Program

\$17,775 - 24-week program

Service Dog Trainer Program

\$13,775 - 18-week program

Obedience and Behavior Modification Professional Program

\$5,850 - Level 1: 6-week program

\$7,775 - Level 2: 8-week program

\$9,750 - Level 3: 12-week program

Police K9 Trainer/Instructor Program

\$7,775 - Level 1: 8-week program

\$5,850 - Level 2: 6-week program

\$9,950 - Level 3: 12-week program

Search and Rescue Dog Trainer Program

\$7,375 - Level 1: 8-week program

\$5,650 - Level 2: 6-week program

\$9,550 - Level 3: 12-week program

Detection Dog Trainer Program

\$7,375 - Level 1: 8-week program

\$5,650 - Level 2: 6-week program

\$9,550 - Level 3: 12-week program

Protection Dog Trainer Program

\$7,375 - Level 1: 8-week program

\$5,650 - Level 2: 6-week program

\$9,550 - Level 3: 12-week program

PAYMENT

Payment for the school can be made in two installments. A minimum of 50% of the program cost must be paid prior to commencement of the first day of class. The remaining portion of the cost must be paid at the half way mark of the enrolled program. Students who have not paid or made arrangements for payment by the due date will be dropped from the course. This does not apply to VA education benefit recipients that have completed the entire VA certification process. If VA education benefits are not sufficient to cover the full tuition and fee balance, the student is responsible for the remaining balance owed.

If total tuition is greater than five-thousand dollars (\$5,000), the school may collect up to 50 percent of the total tuition prior to that mid-point of the program. The remainder of the tuition may be collected only when the student has completed one-half of the program. Federal regulations regarding the disbursement of tuition shall supersede state disbursement regulations stated in this Rule.

A non-refundable \$500 registration fee is due no later than 1 week prior to the program.

Highland Canine Training, LLC accepts payments in the form of check, cash, MasterCard, Visa, Discover, American Express and PayPal.

To mail payments, students should send check or money order with full name and program to:

Highland Canine Training, LLC School for Dog Trainers
Attn: Business Manager
145 Foxfield Dr.
Harmony NC, 28634

REFUND POLICIES

VA students

The following policy governs VA program tuition refunds:

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ration of the number of days or hours of instruction completed by the student to the total number of days or hours of instructional days or hours in the course. All tuition will be processed and mailed to the student within 40 days from the termination date.

Example of Pro Rata Refund:

- Calculate the number of clock hours the student completed
- Divide the completed clock hours by the total approved clock hours
- The resulting percentage is the amount the school can keep

Example: A program is approved for 960 total clock hours and cost \$17,775.00

The student completed 900 clock hours
 $900/960 = 0.9375$ of 94%
 $\$17,775 \times 94\% = \$16,708.05$

The school keeps \$16,708.50
The school refunds \$1,066.50 to the student

Any debt with the VA is the student's responsibility

Non-VA Students

The following policy governs tuition refunds per North Carolina State Board of Community College Code 2A SBCCC 400.12:

If a student terminates this agreement prior to the commencement of the program the student will receive a refund of all monies paid.

A student is eligible for a 100 percent refund if the class(es) in which the student is officially registered is cancelled due to insufficient enrollment.

If a student withdraws within the first twenty-five percent (25%) of the period of enrollment for which the student was charged the student will receive a seventy-five percent (75%) refund of all monies paid excluding the \$500 non-refundable deposit.

If a student withdraws after the first twenty-five percent (25%) of the period of enrollment for which the student was charged, the student will receive no refund.

VA BENEFITS AND FINANCING OPTIONS

VETERANS AFFAIRS

Highland Canine Training, LLC accepts GI Bill and VA Benefits for the Master Dog Training, Service Dog Training and the 12 week Police K9 Trainer/Instructor Programs. Our dog trainer school is approved to train veterans and others under the provisions of Title 38, United States Code. Programs available to qualified veterans and family members include:

- The Montgomery GI Bill – Chapter 30
- Post 9/11 GI Bill – Chapter 33
- The Survivors and Dependents Educational Assistance – Chapter 35
- Selected Reserve – Chapter 1606
- Reserve Educational Assistance – Chapter 1607
- Vocational Rehab and Employment (VR&E) – Chapter 31

FINANCING

At Highland Canine Training, LLC School for Dog Trainers, we understand that paying for your dog trainer school education is an investment. Therefore, we have simple and affordable financing options available through TFC Tuition Financing Corporation. We can finance our programs for up to 48 months and offer 0% interest and low monthly payments while students are attending our school. Financing your education is simple, and the process can generally be completed in less than a day, as we process most of the documentation for you.



ADMISSION PROCEDURES/ENROLLMENT REQUIREMENTS

ADMISSION REQUIREMENTS

To be eligible for enrollment, a prospective student must be at least 18 years of age prior to the start date of the program. Additionally, students must meet the following criteria:

Criminal Background Conditions

Highland Canine Training, LLC is committed to providing a safe learning environment for all students and faculty. Prospective students are also required to be subjected to a criminal background check. An application from a prospective student that indicates a history of being convicted of or pleading guilty or no contest to a violent crime or other type of felony will be subject to further review by Highland Canine Training, LLC before being accepted. This policy extends to those students who have already enrolled or are active students. Conviction of a felony while attending, or while awaiting a class start is grounds for termination or denial. With regard to admissions decisions, Highland Canine Training, LLC, after its review, will notify students in writing of its decision to accept or deny the application for enrollment. Highland Canine Training, LLC will not, however, accept applicants who:

- Have been convicted of, or plead guilty, or no contest, to a violent crime involving a weapon.
- Have been convicted of or plead guilty or no contest, to sexual assault or other sexually related crime, including but not limited to child pornography or any non-consensual, involuntary sexual act.
- Have been convicted of, or plead guilty or no contest, to a felony within the previous year.
- Have been convicted of, or plead guilty or no contest, to a felony and released from prison within one year of expected enrollment date.
- Have been convicted of, or plead guilty or no contest, to murder, attempted murder or voluntary manslaughter.
- Have been convicted of, or plead guilty or no contest to selling, transporting, delivering, cultivating and manufacturing, or intending to sell illegal drugs or controlled substances unless such conviction or plea is more than 15 years old.

Physical Requirements

A student enrolling in any of our available programs must be able to, and hereby agrees that he or she can:

- Attach and detach animal training collars and leashes.
- Grasp and hold a leash, controlling small, medium and large dogs.
- Be able to reach above and below shoulder height with both hands.
- Be outdoors in various weather conditions.
- Lift up to 40lbs.
- Carry up to 20lbs.
- Physically restrain large dogs.
- Hear normal conversation up to 100ft away and in close proximity to others.

- Running for extended periods of time while conducting activities such as trailing, police dog training, etc.
- Visually be able to observe people/dogs 100ft away and in close proximity to others.

Inherent Risks

Students should recognize that training and working with dogs can be physically demanding. The student understands that injuries can and do occur to people and dogs. Highland Canine Training, LLC is not responsible for injuries that occur to any student or dog from participating in activities related to or part of our training programs.

English Language Proficiency

All instruction at Highland Canine Training, LLC is conducted in English. English language proficiency is determined by an interview with an admissions representative. Successful completion of the interview marks proficiency appropriate for classroom learning. No Standard English language test is administered. Highland Canine Training, LLC does not provide English language learning services.

Transfer Credits

Due to the unique nature of our programs our school does not recognize or credit any transferred programs from other education facilities or institutions.

APPLYING FOR ADMISSION

Applying for admission to the School for Dog Trainers is a simple process. To apply, complete the following steps:

- 1) Determine which program is the best fit for you.
- 2) Complete our easy online application. The application is available at www.internationaldogtrainerschool.com .
*Application must be completed in its entirety including signatures to be considered
- 3) You will receive a carbon copy of your submitted application via email.
- 4) A review of your application package will be completed and a decision letter will be sent via email stating whether your application has been accepted or denied.

REGISTRATION

The next step in the process is to be registered for your program. A non-refundable \$500.00 registration fee is due no later than 1 week prior to the program. Registration is on a first come, first served basis; payments of the registration fee can be made at any time and reserves a seat in the program for the student.

ENROLLMENT

To comply with the school's enrollment requirements prior to starting, all students attending Highland Canine Training, LLC School for Dog Trainers must supply the following documents:

High school transcripts

- Official high school transcript recognized by the student's state. Official transcripts will be evaluated upon receipt for validity and Highland Canine Training, LLC reserves the right not to accept those deemed invalid; or
- State-issued GED or state-authorized equivalent exam; or
- Successful completion of an officially recognized home-schooling program. The home-schooling documentation required by Highland Canine Training, LLC for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has no such requirements, additional documentation — including a transcript showing all courses, grades and graduation date, and a notarized statement — must be submitted for review.

The admissions specialist or designee will review home school documents and notify the applicant if further documentation is required.

In addition, VA Students will also be required to supply college and other course transcripts (e.g. Community college, trades schools, proprietary schools). Transcripts must be submitted for *all* courses taken. It does not matter if you graduated; if you attended a course you will need to include those courses in your transcripts.

****All official transcripts must contain a raised seal or be sent directly from the academic institution to Highland Canine Training, LLC. Enrollment is contingent upon receipt of all official transcripts.**

If accepted, admissions will notify students via e-mail that they have been enrolled into their requested program.

PROGRAMS OF STUDY

Immersive Canine Education Programs

The School for Dog Trainers at Highland Canine Training, LLC offers a variety of comprehensive dog trainer school programs to give you the tools and knowledge you need in the field that you love most.



Immersive Canine Education Programs

PROGRAMS OF STUDY

PROGRAMS OF STUDY

We have several programs of study to choose from that vary in length so that students have the opportunity to learn as little or as much as they would like.

OBEDIENCE AND BEHAVIOR MODIFICATION PROFESSIONAL PROGRAM

Our most popular program is our Canine Training and Behavior Modification Program and is the program where many of our graduates begin with their dog training education. Many people begin this program out of a love of dogs and a desire to spend their days working with them. They are looking to make a full time career and are interested in becoming a professional dog trainer. Pet owners as well as dog rescue organizations are always in need of a professional dog trainer's assistance both short and long term for canines in their care.

This program is offered for:

Level 1 - 6 weeks for a total of 240 hours
174 Class Hours - 66 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 - Working with Clients	4	4	8
SPE-108 - Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
TOTAL HOURS	174	66	240

Level 2 - 8 weeks for a total of 320 hours
190 Class Hours - 130 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 - Working with Clients	4	4	8
SPE-108 - Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
DOM-201 - Dominance & Aggression	8	32	40
FEA-202 - Fear & Aggression	8	32	40
TOTAL HOURS	190	130	320

Level 3 - 12 weeks for a total of 480 hours
236 Class Hours - 244 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 - Working with Clients	4	4	8
SPE-108 - Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
DOM-201 - Dominance & Aggression	8	32	40
FEA-202 - Fear & Aggression	8	32	40
TRI-301 - Dog Tricks / Therapy Dogs	8	32	40
COM-302 - Competition Obedience	16	24	40
AGI-303 - Teaching Agility	16	24	40
ISR-304 - Introduction to Service Dogs	6	34	40
TOTAL HOURS	236	244	480

SERVICE DOG TRAINER PROGRAM

If you are eager to be a service dog trainer and work with their handlers, our Service Dog Trainer Program is the best program for you. This intensive program will help you cultivate the appropriate skill set necessary to understand how to properly select, socialize, and train service dogs for mobility, hearing assistance, as well as other psychological disabilities. The program also covers rights and laws governing service dogs, their trainers, and their handlers.



This program is offered for:

18 weeks for a total of 720 hours

312 Class Hours - 408 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 - Working with Clients	4	4	8
SPE-108 - Dog Specialties	4	12	16
VEI-109 - Veterinary & Health Issues	12	12	24
SDO-210 - Service Dog Overview	18	22	40
CWD-211 - Working with Clients with Disabilities	12	28	40
SIG-212 - Training Signal Dogs	14	26	40
SDT-213 - Scent Discrimination Trailing	8	32	40
MOB-214 - Mobility Dog Overview	22	32	54
MOB-310 - Mobility Dogs - Teaching Tasks	12	28	40
AAD-215 - Training Autism Service Dogs	18	22	40
AAD-311 - Training Autism Service Dogs 2	6	34	40
SAD-216 - Training Dogs for Seizures, TBI, PTSD	16	24	40
PUB-217 - Service Dogs in Public	4	36	40
BUS-218 Managing Your Service Dog Business	6	34	40
SDP-312 Service Dog Practical Examination	2	24	26
TOTAL HOURS	312	408	720

POLICE K9 TRAINER/INSTRUCTOR PROGRAM

Our most inclusive working dog program, the Police K9 Trainer Program emphasizes tasks Police K9s and their partners are called to do. This program is ideal for current and former Law Enforcement Personnel, K9 unit supervisors and handlers, military, as well as for civilians who are interested in training and handling K9s for this fascinating work.

Level 2- 6 weeks for a total of 240 hours
76 Class Hours - 164 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
SDT-213 - Scent Discrimination Trailing	8	32	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
DET-222 – Training Detection Dogs	10	24	34
APP-223 – Criminal Apprehension & Bite work	4	6	10
APP-314 1 Apprehension & Bite Work 2	6	28	34
TKH-230 – Teaching K9 Handlers	4	14	18
ADI-231 - Advanced Detection & Interdiction	6	8	14
TBS-240 – Tactical Building Searches	8	14	22
AVP-241 – Advanced Police K9 Training	6	18	24
SWA-242 – SWAT K9 Concepts and Integration	6	10	16
SUP-243 – K9 Unit Supervision & Management	8	0	8
TOTAL HOURS	76	164	240

Level 1 - 8 weeks for a total of 320 hours
178 Class Hours - 142 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40

VET-109 - Veterinary & Health Issues	12	12	24
SDT-213 - Scent Discrimination Trailing	8	32	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
DET-222 – Training Detection Dogs	10	24	34
APP-223 – Criminal Apprehension & Bite work	4	6	10
TKH-230 – Teaching K9 Handlers	4	14	18
ADI-231 -- Advanced Detection & Interdiction	6	8	14
TOTAL HOURS	178	142	320

Level 3 - 12 weeks for a total of 480 hours
244 Class Hours - 236 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
VET-109 - Veterinary & Health Issues	12	12	24
SDT-213 - Scent Discrimination Trailing	8	32	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
DET-222 – Training Detection Dogs	10	24	34
DET-313 – Detection Dogs 2	2	22	24
APP-223 – Criminal Apprehension & Bite work	4	6	10
APP-314 Apprehension & Bite Work 2	6	28	34
TKH-230 – Teaching K9 Handlers	4	14	18
ADI-231 -- Advanced Detection & Interdiction	6	8	14
TBS-240 – Tactical Building Searches	8	14	22
AVP-241 – Advanced Police K9 Training	6	18	24
SWA-242 – SWAT K9 Concepts and Integration	6	10	16
SUP-243 – K9 Unit Supervision & Management	8	0	8
TOTAL HOURS	244	236	480

SEARCH AND RESCUE DOG TRAINER PROGRAM

Our Search and Rescue Dog Trainer Program prepares you to train and handle dogs in the challenging and exciting world of Search and Rescue. We teach the fundamental skills needed to be successful in training and handling dogs for all categories of Search and Rescue Dog operations: Disaster Dog/Urban Search and Rescue – USAR, Air Scenting/Wilderness SAR, Scent Discrimination Trailing, Human Remains Detection (HRD)/Cadaver Dog for Search and Recovery Operations, Water SAR, and Water HRD.

Level 2 - 6 weeks for a total of 240 hours

80 Class Hours - 160 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
AGI-303 – Teaching Agility	16	24	40
SDT-123 - Scent Discrimination Trailing	8	32	40
SUP-243 – K9 Unit Supervision & Management	8	0	8
WLD-224 – Training the Wilderness Search and Rescue Dog	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
USR-232 – Training the Disaster Search Dog	8	0	8
USR-224 – Teaching Disaster Search Dog Skills	6	34	40
WLD-245 – Teaching Wilderness Search Dog Skills	6	30	36
HRD-246 – HRD Canine Training Skills	6	30	36
PRS-247 – K9 Problem Solving	6	10	16
TOTAL HOURS	80	160	240

Level 1 - 8 weeks for a total of 320 hours

214 Class Hours - 106 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40

Principles			
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
VET-109 - Veterinary & Health Issues	12	12	24
AGI-303 – Teaching Agility	16	24	40
SDT-123 - Scent Discrimination Trailing	8	32	40
WLD-224 – Training the Wilderness Search and Rescue Dog	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
USR-232 - Training the Disaster Search Dog	8	0	8
TOTAL HOURS	214	106	320

Level 3 - 12 weeks for a total of 480 hours

250 Class Hours - 230 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
VET-109 - Veterinary & Health Issues	12	12	24
AGI-303 – Teaching Agility	16	24	40
SDT-123 - Scent Discrimination Trailing	8	32	40
TKH-230 – Teaching K9 Handlers	4	14	18
SUP-243 – K9 Unit Supervision & Management	8	0	8
WLD-224 – Training the Wilderness Search and Rescue Dog	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
USR-232 – Training the Disaster Search Dog	8	0	8
USR-224 – Teaching Disaster Search Dog Skills	6	34	40
WLD-245 – Teaching Wilderness Search Dog Skills	6	30	36
HRD-246 – HRD Canine Training Skills	6	30	36
PRS-247 – K9 Problem Solving	6	10	16
SAR-315 – Scenario Based Training for SAR Dogs	0	6	6
TOTAL HOURS	250	230	480

DETECTION TRAINER PROGRAM

Detection work with dogs is gaining popularity throughout the world. From Police K9 to Military Working Dogs to commercial detection dogs, people recognize the value a trained detection canine can bring to their organization. Our Detection Dog Trainer Program is designed to teach the fundamental skills necessary to be successful in the canine detection industry.

Level 2 - 6 weeks for a total of 240 hours
80 Class Hours - 160 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
AGI-303 – Teaching Agility	16	24	40
CAS-220 – Canine Case Law	8	0	8
DET-222 – Training Detection Dogs	10	24	34
TKH-230 – Teaching K9 Handlers	4	14	18
ADI-231 – Advanced Detection & Interdiction	6	8	14
SUP-243 – K9 Unit Supervision & Management	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
HRD-246 – HRD K9 Training Skills	6	30	36
PRS-247 – K9 Problem Solving	6	10	16
BSM-248 – Building Search Methods for Detection Handlers	3	23	26
CVS-249 – Commercial Vehicle Search Methods	3	23	26
CDS-250 – Commercial Detection Services	2	4	6
TOTAL HOURS	80	160	240

Level 1 - 8 weeks for a total of 320 hours
214 Class Hours - 106 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
VET-109 - Veterinary & Health Issues	12	12	24

AGI-303 – Teaching Agility	16	24	40
CAS-220 – Canine Case Law	8	0	8
DET-222 – Training Detection Dogs	10	24	34
ADI-231 – Advanced Detection & Interdiction	6	8	14
HRD-225 – Training the Human Remains Detection Dog	8	0	8
TOTAL HOURS	214	106	320

Level 3 - 12 weeks for a total of 480 hours
248 Class Hours - 232 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
VET-109 - Veterinary & Health Issues	12	12	24
AGI-303 – Teaching Agility	16	24	40
CAS-220 – Canine Case Law	8	0	8
DET-222 – Training Detection Dogs	10	24	34
DET-313 – Detection Dogs 2	2	22	24
TKH-230 – Teaching K9 Handlers	4	14	18
ADI-231 – Advanced Detection & Interdiction	6	8	14
SUP-243 – K9 Unit Supervision & Management	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
HRD-246 – HRD K9 Training Skills	6	30	36
PRS-247 – K9 Problem Solving	6	10	16
BSM-248 – Building Search Methods for Detection Handlers	3	23	26
CVS-249 – Commercial Vehicle Search Methods	3	23	26
CDS-250 – Commercial Detection Services	2	4	6
TOTAL HOURS	248	232	480

PROTECTION TRAINER PROGRAM

Protecting one’s home and family is important, and many turn to canine protection to meet their needs. Others are interested in training or handling protection dogs for competition. Our Protection Dog Trainer Program teaches the skills necessary to confidently train a dog from “selection to protection.”

Level 2 - 6 weeks for a total of 240 hours
79 Class Hours - 161 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
COM-302 – Competition Obedience	16	24	40
AGI-303 – Teaching Agility	16	24	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
APP-223 – Criminal Apprehension & Bite work	4	6	10
APP-314 – Apprehension & Bite Work 2	6	28	34
TKH-230 – Teaching K9 Handlers	4	14	18
TBS-240 – Tactical Building Searches	8	14	22
AVP-241 – Advanced Police K9 Training	6	18	24
PRS-247 – K9 Problem Solving	6	10	16
DSP-251 – Dog Sports for Protection Dogs	3	13	16
TOTAL HOURS	79	161	240

Level 2 - 8 weeks for a total of 320 hours
206 Class Hours - 114 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 – Working with Clients	4	4	8
SPE-108 – Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
COM-302 – Competition Obedience	16	24	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12

APP-223 – Criminal Apprehension & Bite work	4	6	10
Sbt-316 – Scenario Based Training for Protection Dogs	2	8	10
TOTAL HOURS	206	114	320

Level 3 - 12 weeks for a total of 480 hours
253 Class Hours - 227 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
CLI-107 – Working with Clients	4	4	8
SPE-108 – Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
COM-302 – Competition Obedience	16	24	40
AGI-303 – Teaching Agility	16	24	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
APP-223 – Criminal Apprehension & Bite work	4	6	10
APP-314 – Apprehension & Bite Work 2	6	28	34
TKH-230 – Teaching K9 Handlers	4	14	18
TBS-240 – Tactical Building Searches	8	14	22
AVP-241 – Advanced Police K9 Training	6	18	24
PRS-247 – K9 Problem Solving	6	10	16
DSP-251 – Dog Sports for Protection Dogs	3	13	16
TOTAL HOURS	253	227	480

MASTER TRAINER PROGRAM

Our most inclusive dog training program is our Master Dog Trainer Program and is popular among students who are truly looking to jump-start their dog training career. This program is designed to offer you all of the tools and experience that it takes to become a successful dog trainer in an expanding and profitable industry. This program will immerse you in all aspects of dog training and allow you the opportunity to learn from some of the top trainers in the industry. Unlike other master dog training programs that simply cover dog training specialty areas for a few days, this program gives you an enormous amount of valuable hands-on experience that is required to be successful in the dog training industry.

This program is offered for: 24 weeks for a total of 960 hours

412 Class Hours - 548 Lab Hours

Class	Class Hours	Lab Hours	Total Hours
INT-101 - Introduction & Ethology	16	0	16
ADB-102 - Applied Dog Behavior	24	0	24
LEA-103 - Learning Theory and Principles	32	8	40
ATT-104 - Application of Training Tools	20	20	40
BEH-105 - Canine Behavior Problems	32	8	40
BUS-106 - Business & Marketing	30	2	32
SPE-108 - Dog Specialties	4	12	16
VET-109 - Veterinary & Health Issues	12	12	24
DOM-201 Dominance and Aggression	8	32	40
FEA-202 – Fear and Aggression	8	32	40
TRI-301 – Dog Tricks & Therapy Dogs	8	32	40
COM-302 – Competition Obedience	16	24	40
SDO-210 - Service Dog Overview	18	22	40
SIG-212 - Training Signal Dogs	14	26	40
SDT-213 - Scent Discrimination Trailing	8	32	40
MOB-214 - Mobility Dog Overview	22	32	54
MOB-310 - Mobility Dogs - Teaching Tasks	12	28	40
AAD-215 - Training Autism Service Dogs	18	22	40
AAD-311 - Training Autism Service Dogs 2	6	34	40
SAD-216 - Training Dogs for Seizures, TBI, PTSD	16	24	40
CAS-220 – Canine Case Law	8	0	8
PEQ-221 – Police Canine Equipment	2	10	12
DET-222 – Training Detection Dogs	10	24	34
DET-313 - Detection Dogs 2	2	22	24
APP-223 – Criminal Apprehension & Bite work	4	6	10
APP-314 – Apprehension & Bite Work 2	6	28	34
TKH-230 – Teaching K9 Handlers	4	14	18
TBS-240 – Tactical Building Searches	8	14	22
AVP-241 – Advanced Police K9 Training	6	18	24
SWA-242 – SWAT K9 Concepts and Integration	6	10	16
SUP-243 – K9 Unit Supervision & Management	8	0	8
WLD-224 – Training the Wilderness Search and Rescue Dog	8	0	8
HRD-225 – Training the Human Remains Detection Dog	8	0	8
USR-232 – Training the Disaster Search Dog	8	0	8
TOTAL HOURS	412	548	960

CLASS DESCRIPTIONS AND LENGTH

INTRODUCTION AND ETHOLOGY

INT-101

16 class hours, 0 lab hours

This class is an introduction to the industry of dog training and the evolution of the domestic dogs from wolves. Students will learn about the roles of dog trainers and explore different areas of training, such as, service dogs, police dogs, therapy dogs, detection dogs, etc. Students will also explore theories of domestication and learn about differences between domestic dogs and other canids as well as innate canine behaviors and their impact on training dogs.

Prerequisites: None

APPLIED DOG BEHAVIOR

ADB-102

24 class hours, 0 lab hours

This class gives students an understanding of applied dog behavior and its use in training dogs. The class covers clicker training as a method of training dogs through the use of positive reinforcement as well as explaining baiting and luring dogs.

Primary equipment used in this program: Clicker

Prerequisites: None

LEARNING THEORY AND PRINCIPLES

LEA-103

32 class hours, 8 lab hours

This class explores a variety of learning theories and principles that are used in dog training. The student will learn the proper application of reinforcement schedules as well as behavior shaping and the fundamentals of training.

Prerequisites: None

APPLICATION OF TRAINING TOOLS

ATT-104

20 class hours, 20 lab hours

This class provides an overview of different types of training tools and their various uses. The student will learn the proper application and use of a variety of tools including the gentle leader, harness, prong collar, martingale and remote training collar.

Primary equipment used in this program: Training collars and equipment.

Prerequisites: ABD-102, LEA-103

CANINE BEHAVIOR PROBLEMS

BEH-105

32 class hours, 8 lab hours

This class focuses on understanding common canine behavior problems and how to successfully diagnose and rehabilitate them. In this class the student will learn how to conduct proper behavior analysis of canine behavior problems as well as options for treating each of them.

Prerequisites: None

BUSINESS & MARKETING

BUS-106

30 class hours, 2 lab hours

This program covers an overview of strategies for successfully starting and operating a dog training business. Students will learn about challenges of beginning a business and marketing it successfully as well as franchise options for national dog training related businesses.

Prerequisites: None

WORKING WITH CLIENTS

CLI-107

4 class hours, 4 lab hours

In this class students will learn how to properly teach clients how to train their own dogs. This class covers some of the pitfalls of working with clients and how to deal with them. Also covered in this class are methods of properly setting up and teaching group classes, and other dog training lessons.

Prerequisites: None

DOG SPECIALTIES

SPE-108

4 class hours, 12 lab hours

Students will explore a variety of dog related specialties, such as, treibball, herding, rally obedience, agility, barn hunt tests, K9 scent work, competition obedience as well as others. Students will learn about

the resources and experience required to teach these specialties.

Prerequisites: None

VETERINARIAN & HEALTH ISSUES

VET-109

12 class hours, 12 lab hours

Students will learn about common veterinary and health issues that impact training and overall dog health. This class teaches students how to identify and treat injuries and canine parasites. The class also teaches canine first aid and CPR.

Primary equipment used in this program: First aid supplies, canine resuscitation mannequin.

Prerequisites: None

DOMINANCE & AGGRESSION

DOM-201

8 class hours, 32 lab hours

Students will learn more about dominance and dominance aggression in dogs. They will also study methods of rehabilitating and managing this behavior. This class also discusses techniques for working with owners who have dogs suffering from dominance aggression.

Prerequisites: BEH-105

FEAR & AGGRESSION

FEA-202

8 class hours, 32 lab hours

Students will learn more about phobias and fear aggression in dogs. They will also study methods of rehabilitating and managing this behavior. This class also discusses techniques for working with owners who have dogs suffering from fear aggression.

Prerequisites: BEH-105

DOG TRICKS & THERAPY DOGS

TRI-301

8 class hours, 32 lab hours

This program covers methods for training dog tricks and therapy dogs. Students will learn how to utilize operant conditioning to train complex behaviors and teach dog tricks. Students will also learn about training therapy dogs, their uses and certification requirements for therapy dogs.

Primary equipment used in this program: Training Wheelchair, walkers

Prerequisites: ABD-102, SPE 108, DOM-201, FEA-202

COMPETITION OBEDIENCE

COM-302

16 class hours, 24 lab hours

Students will learn the skills for teaching competition level obedience for AKC competitions as well as other competition sports such as Schutzhund, IPO, etc.

Prerequisites: ABD-102, LEA-103, ATT-104, DOM-201, FEA-202

TEACHING AGILITY

AGI-303

16 class hours, 24 lab hours

Students will learn how to teach skills for the fast-paced and precision sport of agility. This program teaches students how to teach agility for competition as well as practical agility skills for working dogs.

Primary equipment used in this program: Agility equipment

Prerequisites: ABD-102, LEA-103, SPE-108, DOM-201, FEA-202

INTRODUCTION TO SERVICE DOGS

ISR-304

6 class hours, 34 lab hours

In this class, students will explore the various types of service dogs that are used to assist individuals with disabilities. Students will learn about Autism Service Dogs, Hearing Service Dogs, Mobility Service Dogs and Seizure Alert/Assistance Dogs.

Prerequisites: ABD-102, LEA-103, SPE-108, DOM-201, FEA-202

SERVICE DOG OVERVIEW

SDO-210

8 class hours, 22 lab hours

Students will learn in-depth information about the training of a variety of service dogs and how they assist individuals with disabilities. This class also teaches the student about the Americans with Disabilities Act, Air Carrier Access Act and Fair Housing Act and how they apply to service dog trainers and owners.

Prerequisites: None

WORKING WITH CLIENTS WITH DISABILITIES

CWD-211

12 class hours, 28 lab hours

Students will learn about the challenges that are faced by service dog clients. Students learn the challenges of being in a wheelchair, being blind and deaf. Through this understanding, students will better learn how to teach and work with individuals with disabilities.

Primary equipment used in this program: Wheelchair, walker

Prerequisites: SDO-210

TRAINING SIGNAL DOGS

SIG-212

14 class hours, 26 lab hours

Students will learn the fundamental skills of training signal dogs for individuals with hearing disabilities. This class teaches students how to train dogs to respond to alarms and other noises and to alert their handler to the sound. This class also teaches how to select dogs for this work.

Primary equipment used in this program: Training Manual

Prerequisites: SDO-210, CWD-211

SCENT DISCRIMINATION TRAILING

SDT-213

8 class hours, 32 lab hours

Students will learn about human odor theory and how it applies to trailing dogs. Students will also learn the fundamentals of training trailing dogs for scent discrimination and variable surface trailing to find lost individuals and criminal suspects. Also covered in this class are the environmental factors that affect scent discrimination trailing dogs.

Prerequisites: LEA-103, ATT-104

MOBILITY DOG OVERVIEW

MOB-214

22 class hours, 32 lab hours

Students will learn the fundamental skills of training mobility dogs for individuals with physical disabilities. This class teaches students how to train dogs to work around manual and electric wheelchairs. This class also teaches how to select dogs for this work.

Primary equipment used in this program: Electric wheelchair, manual wheelchair

Prerequisites: SDO-210, CWD-211

MOBILITY DOGS – TEACHING TASKS

MOB-310

12 class hours, 28 lab hours

In this class, students will learn how to teach tasks that are specifically useful for mobility service dogs. Students will learn how to teach dogs to open/close doors, turn on light switches, and retrieve items as well as other common tasks.

Primary equipment used in this program: Wheelchair

Prerequisites: MOB-214

TRAINING AUTISM SERVICE DOGS

AAD-215

18 class hours, 22 lab hours

In this class, students are introduced to teaching tasks that are specifically useful for autism service dogs. Students will learn how to teach dogs to touch a target and pair that with certain behaviors.

Prerequisites: SDO-210, CWD-211

TRAINING AUTISM SERVICE DOGS 2

AAD-311

6 class hours, 34 lab hours

In this class, students will learn how to teach tasks that are specifically useful for autism service dogs. Students will learn how to teach dogs to touch, lay, and apply deep pressure as well as other common tasks.

Prerequisites: AAD-215

TRAINING DOGS FOR SEIZURES, TBI & PTSD

SAD-216

16 class hours, 24 lab hours

In this class, students will learn how to teach tasks that are specifically useful for service dogs that assist persons with disabilities such as seizures, traumatic brain injury and post-traumatic stress disorders. Students will learn how to teach dogs to alert and assist those having seizures as well as other common tasks.

Prerequisites: SDO-210, CWD-211

SERVICE DOGS IN PUBLIC

PUB-217

4 class hours, 36 lab hours

Students will learn how to effectively manage service dogs in public places such as, restaurants, malls, airports, shopping centers and other places.

Primary equipment used in this program:

Wheelchair

Prerequisites: SDO-210, CWD-211

MANAGING YOUR SERVICE DOG BUSINESS OR ORGANIZATION BUS- 218

6 class hours, 34 lab hours

This class teaches students how to successfully operate a service dog business or nonprofit organization. Students will

learn how to develop an application process, determine waiting periods and how to make determinations of qualifications for the ADA.

Prerequisites: SDO-210, CWD-211

SERVICE DOG PRACTICAL EXAM

SDP-220

2 class hours, 24 lab hours

Students will learn about public access testing and apply this to real-world applications. This class covers testing and certification of service dogs in public places.

Prerequisites: None

CANINE CASE LAW

CAS-220

8 class hours, 0 lab hours

Students will explore Federal Court Rulings that determine best practices for the use of police dogs in the United States. This class teaches both detection and apprehension cases with an emphasis on the Fourth and Fourteenth Amendments.

Prerequisites: None

POLICE K9 EQUIPMENT

PEQ-221

2 class hours, 10 lab hours

This program teaches students about the purpose, application and use of various types of equipment that is commonly used for training working dogs. This program demonstrates the

proper application of bite sleeves, bite suits, harnesses as well as other common equipment.

Prerequisites: ATT-104

TRAINING DETECTION DOGS

DET-222

10 class hours, 24 lab hours

Students will learn about odor theory and how to imprint detection dogs for training in narcotics detection, explosives detection as well as other specialty detection areas. This class also covers a variety of methods for imprinting dogs and teaching the alert.

Prerequisites: LEA-103

DETECTION DOGS 2

DET-313

2 class hours, 22 lab hours

This program further explores training of detection dogs and focuses more on skills training for detection dogs. Some of the skills that are covered are: searching vehicles, searching parcels, searching buildings, etc.

Prerequisites: DET-222

CRIMINAL APPREHENSION & BITE WORK

APP-223

4 class hours, 6 lab hours

Students will learn the fundamentals of bite work including how to recognize and develop prey and defense drives in working dogs. This program covers testing and selecting dogs for criminal apprehension training. Students will also learn basic decoy skills.

Primary equipment used in this program: Bite suit, bite sleeves

Prerequisites: LEA-103

APPREHENSION & BITE WORK 2

APP-314

6 class hours, 28 lab hours

In this class, students will learn about how to properly target, improve grip and channel drives in apprehension dogs. This program further develops the students' ability to decoy dogs and problem solve dogs trained for bite work.

Primary equipment used in this program: Bite suits, bite sleeves

Prerequisites: APP-223

APPREHENSION & BITE WORK 3

APP-416

6 class hours, 18 lab hours

In this class, students will learn about how to effectively handle police patrol dogs to properly target, improve grip and channel drives in apprehension dogs. This program further develops the students' ability to handle dogs and problem solve dogs trained for bite work.

Primary equipment used in this program: Bite suits, bite sleeves

Prerequisites: APP-223

TEACHING K9 HANDLERS

TKH-230

4 class hours, 14 lab hours

The student will learn techniques and methods of teaching K9 handlers how to work with and manage their working dogs. This class also covers how to create effective lesson plans and aspects of remedial training.

Prerequisites: LEA-103

ADVANCED DETECTION AND INTERDICTION

ADI-231

6 class hours, 8 lab hours

This program covers concealment methods that are commonly encountered during criminal interdiction. This class also covers effectively searching passenger vehicles and criminal interdiction methods.

Prerequisites: DET-222

TACTICAL BUILDING SEARCHES

TBS-240

8 class hours, 14 lab hours

Students will learn building search methods and strategies to conduct searches for criminal suspects as safely as possible. This program explores the clear down and cover method of conducting building searches as well as other off-leash building search methods. This program also explores the apprehension method vs. bark and hold method of building searches.

Primary equipment used in this program: Bite suit, bite sleeves

Prerequisites: APP-223

ADVANCED POLICE K9 TRAINING

AVP-241

6 class hours, 18 lab hours

Students will learn how to teach additional police K9 concepts such as area searches, article searches and working with arrest teams. This program also covers muzzle fighting and ground fighting.

Primary equipment used in this program: Bite suits, bite sleeves

Prerequisites: None

SWAT K9 CONCEPTS AND INTEGRATION

SWA-242

6 class hours, 10 lab hours

This class teaches the student how to safely and effectively integrate police dogs into SWAT and tactical police and military teams. This class teaches the student how to perform perimeter operations, extractions and entries with SWAT Teams.

Prerequisites: None

K9 UNIT SUPERVISION & MANAGEMENT

SUP-243

8 class hours, 0 lab hours

Students learn how to start, maintain and properly supervise K9 units and their personnel. This program covers a number of supervisory issues such as compensation, handler selection and appropriate K9 policy.

Prerequisites: None

TRAINING THE WILDERNESS SAR DOG

WLD-224

8 class hours, 0 lab hours

Students will learn how to select, test and train dogs for Wilderness Search and Rescue Operations. This class explains the steps necessary to train a wilderness search dog to search vast wooded areas to locate and indicate to the presence of lost persons.

Prerequisites: LEA-103

TEACHING WILDERNESS SEARCH DOG SKILLS

WLD-245

6 class hours, 30 lab hours

This class teaches students how to train the skills necessary to develop a viable wilderness search and rescue dog candidate. This class also teaches how to develop search strategies for working wilderness search dogs. This class provides ample hands-on training in teaching skills such as the bark alert and refind indication for Wilderness Search and Rescue Dogs.

Prerequisites: WLD-224

TRAINING THE HUMAN REMAINS DETECTION DOG

HRD-225

8 class hours, 0 lab hours

Students will learn how to select, test and train dogs for Human Remains Detection operations. This class explains the steps necessary to train a cadaver dog to search rubble piles, fields and aquatic environments to locate and indicate to the presence of human remains.

Prerequisites: LEA-103

HRD K9 TRAINING SKILLS

HRD-246

6 class hours, 30 lab hours

This class teaches students how to train the skills necessary to develop a viable cadaver dog candidate. This class also teaches how to develop search strategies for working cadaver dogs. This class provides ample hands-on training in teaching skills such as the passive and active indication for cadaver dogs.

Prerequisites: HRD-225

TRAINING THE DISASTER SEARCH DOG

USR-232

8 class hours, 0 lab hours

Students will learn how to select, test and train dogs for Urban Search and Rescue operations. This class explains the steps necessary to train a disaster dog to search rubble piles and similar disaster scenes to locate and indicate to the presence of trapped victims.

Prerequisites: LEA-103

TEACHING DISASTER SEARCH DOG SKILLS

USR-244

6 class hours, 34 lab hours

This class teaches students how to train the skills necessary to develop a viable urban search and rescue dog candidate. This class also teaches how to develop search strategies for working urban search and rescue dogs. This class provides ample hands-on training in teaching skills such as the bark alert and rubble pile navigation for Urban Search and Rescue Dogs.

Prerequisites: USR-232

K9 PROBLEM SOLVING

PRS-247

6 class hours, 10 lab hours

Students will learn how to effectively diagnose and solve problems with protection and detection dogs. This class covers problem solving of dog teams trained for narcotics detection, explosives detection, human remains detection and protection.

Prerequisites: None

BUILDING SEARCH METHODS FOR DETECTION HANDLERS

BSM-248

6 class hours, 23 lab hours

This class teaches students effective methods for conducting building searches with a variety of detection dogs including explosives, narcotics and cadaver dogs.

Prerequisites: None

SCENARIO BASED TRAINING FOR SAR DOGS

SAR-315

0 class hours, 6 lab hours

In this class, students will learn how to effectively solve training and handling issues and problems with search and rescue dogs. This class covers problems solving of dog teams trained for Urban Search and Rescue, Wilderness Search and Rescue and Human Remains Detection.

Prerequisites: PRS-247

SCENARIO BASED TRAINING FOR PROTECTION DOGS

SBT-316

2 class hours, 8 lab hours

In this class, students will learn how to conduct scenario-based training for protection dogs. This program covers how to teach the handler attack, multiple suspects, attack under gunfire and carjacking scenarios with protection trained dogs.

Prerequisites: None

DOG SPORTS FOR PROTECTION DOGS

DSP-251

2 class hours, 13 lab hours

Students will learn how to train skills that are useful for protection dogs in common dog sports. Skills that the students will learn include the object guard, handler attack, passive bites, bark and hold and blind searches.

Primary equipment used in this program:

Bite suits, bite sleeves

Prerequisites: APP-314

COMMERCIAL VEHICLE SEARCH METHODS

CVS-249

3 class hours, 23 lab hours

The student will learn the proper methods of searching tractor trailers and other commercial motor vehicles with detection dogs. This program also covers common hiding places used by common carriers.

Prerequisites: DET-222

COMMERCIAL DETECTION SERVICES

CDS-250

2 class hours, 4 lab hours

This class teaches the student how to manage and offer commercial detection services to private clients. Students also learn how to develop service contracts and price commercial detection services.

Prerequisites: None

ACADEMIC POLICIES



ACADEMIC INFORMATION

TOOLS AND EQUIPMENT

Students are encouraged to bring basic tools and equipment when participating in a program (like leashes and treat bags). Highland Canine Training, LLC will provide other various training tools and equipment for the students use during training session but must be returned upon completion of the training. Students will be responsible for replacement cost of tools and equipment that is lost or damaged through their own neglect. Graduation certificates will not be awarded to students that have an outstanding balance for equipment repair or replacement costs.

INSTRUCTIONAL MATERIALS

Text books that are required for each program are available to be checked out from our library for use during the program. Students will be responsible for the replacement cost of any unreturned materials. Graduation certificates will not be awarded to students that have an outstanding balance for book or equipment replacement costs.

ENROLLMENT

Programs typically begin on the first Monday of each quarter and instruction may begin only when programs are scheduled.

GRADUATION DOCUMENTS

Highland Canine Training, LLC awards certificates upon successful completion of programs. The graduation document awarded for the program in which the student is enrolled outlines the program completed and length of program.

ACADEMIC POLICIES

ACADEMIC STANDARDS & GRADING

The purpose of Highland Canine Training, LLC's School for Dog Trainers is to prepare students to be able to provide professional canine education programs as a dog trainer. For this reason, academic evaluation is regularly administered to evaluate a student's progress in terms of proficiencies of a professional dog trainer that are expected by clients. Student grades are based on three factors: Lab Work, Classwork and Professionalism. The student's grade will be calculated based on the following percentages:

Lab Work – 60%
Classwork – 30%
Professionalism – 10%

The following factors are evaluated under Professionalism:

- Attitude – exhibiting a positive attitude when things go right and when things go wrong.
- Appearance – dressing accordingly and presenting yourself as a professional dog trainer.
- Work Habits and Accountability – demonstrating punctuality (not arriving late or leaving early from class), courtesy, safety, cleanliness, and ability to follow rules and directions.

- Communication – listening and interacting effectively with other students and staff. This includes applying good communication skills, both in lectures and in lab work.
- Teamwork – cooperating with other students to accomplish like goals.
- Problem Solving – effectively solving problems when working with dogs and people and knowing when to ask instructors for help.
- Ethics – simply put, doing the right thing.

STANDARDS FOR SATISFACTORY PROGRESS

Each program varies in the assignments of hands on projects, interactive discussion, classroom time, research, presentations and exams. Students must achieve a grade 80% or higher on their over-all grade to pass the program and receive credit towards their certificate program.

Students who do not pass the program will not receive the certificate and must reapply to the school and retake the program with a passing grade to receive a certificate.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must have an overall score of 80% or better, and an attendance rate of at least 90% (after rounding). A candidate for graduation must also have a zero balance in his or her student account and if residing in housing, must complete the housing check-out form.

PROBATIONARY PERIOD AND REENTRY PROCEDURES

VA Students

The following policy states the requirements for enforcing minimum standards and terminating students for unsatisfactory progress or attendance:

VA program students will be evaluated at the end of each month. If a student failed to meet standards (90% attendance, 80% grade average) during that month, they will be placed on probation for the following month. At the end of the month of probation, if the student continues to fail to meet standards (90% attendance, 80% academic standards), they will be terminated.

Summary:

- 1 month below standards; 1 month of probation; then termination for programs 18-24 weeks.
- 2 week below standards; 2 week on probation; then termination for 12 weeks.

The following policy states the re-entry procedures for VA program students.

Once a student is terminated, the following actions must be accomplished for re-entry:

- Student must be terminated for a period of 90 days before consideration for re-entry.
- Student will submit a new application for admission.
- President will evaluate student's written request and status; determine if the student has sufficient ability and potential to warrant a second entry.
- President will provide the student 1) a letter of re-entry, 2) a contract for re-entry specifying hours of pursuit.
- If the student has not obtained standards of progress at the end of their probationary period, they will be terminated and will not receive future consideration for re-entry.

SUSPENSION FOR UNSATISFACTORY GRADES OR PROGRESS

Highland Canine Training, LLC School for Dog Trainers strives to assist each student in achieving their individual goals in regards to their canine education. Students who are failing a program can continue the program but will not receive a Certificate.

ATTENDANCE POLICY

It is essential in the pursuit of a successful education as a professional dog trainer that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies, and early leaves will be recorded, regardless of the reason. Highland Canine Training, LLC School for Dog Trainers attendance policy dictates that students are not allowed to miss more than 10 percent of the total hours for the program.

CLOCK HOURS

Each contact hour (Student contact hour) is composed of:

- A 50-60 minute class or lecture in a 60-minute period
- A 50-60 minute faculty supervised "lab" training or internship in a 60-minute period.
- A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

LEAVE OF ABSENCE

A leave of absence may be granted for mitigating circumstances of family crisis, poor health or other significant circumstances outside the control of the student. These circumstances must be documented in writing and also must be demonstrated that the circumstances have an adverse impact on satisfactory progress of the program.

PROGRAM REPETITIONS

Students have the options of retaking a program and replacing it with a higher grade.

INCOMPLETES

Students who do not completely fulfill the requirements of a program will be given an incomplete. A grade may replace an incomplete if the student successfully completes the unfinished work within one (1) calendar year.

WITHDRAWAL FROM A PROGRAM

If students withdraw from a program, the student must submit an official withdrawal form to the President of Highland Canine Training, LLC. If the student is currently residing in housing they must also complete a formal check out by staff prior to departing.

REINSTATEMENT TO A PROGRAM

Any student wishing to reinstate themselves to a particular program of study should notify the school's President in writing prior to the beginning of the program in which they wish to attend.

CONDITIONS FOR DISMISSAL

Highland Canine Training, LLC reserves the right to terminate or suspend a student for any reason including, but not limited to:

- Abuse or neglect of any animal
- Behavior which would jeopardize the physical safety of self or others
- Improper use of computer technology
- Harassment
- Sexual harassment
- Acts of dishonesty
- Plagiarism
- Hazing
- Retaliation

STUDENT RECORDS

After successful completion of a certificate program students will receive a copy of their transcripts and certificate if their account is paid in full. Student records are secured at our corporate office. Additional transcripts can be obtained by submitting a written request at a cost of \$15.00.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

Highland Canine Training complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-432-0302.

Upon written request to the Registrar, any student will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than forty-five (45) days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, the student can request in writing an amendment to a record and clearly identify the part of the record the student wants changed and specify why it should be changed.

If Highland Canine Training, LLC decides not to amend the record as requested, the college will notify the student in writing of the decision. The student can appeal this decision through the student appeal process.

No personally identifiable records from Highland Canine Training, LLC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- a) School officials, including teachers and administrators, who have a legitimate educational interest; A school official is a person employed by Highland Canine Training, LLC in an administrative, supervisory, academic or research, or support staff position (including law enforcement or security unit personnel and health staff); a person or company with whom Highland Canine Training, LLC has contracted as its agent to provide a service instead of using Highland Canine Training, LLC employees or officials (such as an attorney, auditor, or collection agent).

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Highland Canine Training, LLC.

- b) Officials of schools to which the student wishes to transfer;
- c) Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- d) In connection with the student's application, receipt or continued eligibility/status for financial aid, or
- e) Court order.

Should a student owe Highland Canine Training, LLC any delinquent amount, official records will not be released to the student or a third party.

However, this does not preclude the student from personally reviewing his/her records and challenging any of the information.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by Highland Canine Training, LLC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

HONORS AND AWARDS

Honor Graduates

The School for Dog Trainers at Highland Canine Training, LLC offers the most intensive training programs available today. During graduation we recognize Honor Graduates with a special award. These graduates have demonstrated a commitment to excellence in their academic assignments and practical examinations throughout their program. Honor graduates are those students who complete their program of study with a 3.8 GPA or higher.

Student Excellence Program

Our Student Excellence Program is designed to challenge students in our Master Dog Trainer Program and recognize their desire to participate in professional development opportunities that go above and beyond the standard curriculum. Recipients of our Student Excellence Award demonstrate a number of qualities throughout the program. The following criteria is used for selection:

- Completes the program with a 3.5 GPA or higher
- Participates in a research and development programs
- Volunteers for off-site training opportunities
- Participates in various predetermined Advanced Learning Objectives (ALO)
- Maintains the highest standards of professionalism

National Honor Society

The prestigious Alpha Beta Kappa National Honor Society was founded in 1977. This organization was developed to encourage and recognize superior academic and laboratory training in honorable fields of endeavor.

Highland Canine Training School for Dog Trainers is proud to be a member of this Honor Society. Qualifications for nomination to Alpha Beta Kappa include:

- Minimum cumulative grade point average of 4.0
- Attendance of at least 98%

Candidates for nomination are notified during graduation.

RULES AND REGULATIONS

STUDENT CODE OF CONDUCT

Highland Canine Training, LLC School for Dog Trainers success depends on many factors, including the quality of its instruction, the success of its graduates, and the image its student's project.

There is more to being a successful dog trainer than learning the skills that are taught in class. Qualities such as dependability, appearance, positive attitude and regular attendance are as important to any client as the knowledge you possess. The rules listed below will help you develop the qualities necessary to become a successful student and professional dog trainer.

Highland Canine Training, LLC School for Dog Trainers reserves the right to impose a variety of disciplinary actions, including suspension or permanent termination from school, on any student whose behavior is in the violation of the Code of Conduct. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated. Disciplinary action may be taken under this Code of Conduct regardless of whether that conduct also involves alleged or proven violation of Local, State or Federal law. Below, we have highlighted a selection of our rules and regulations.

DRUGS/ALCOHOL

Use or possession of drugs and drug paraphernalia while on or off Highland Canine Training, LLC School for Dog Trainers property during school activities will not be tolerated. Alcohol is prohibited on campus and at Highland Canine Training, LLC School for Dog Trainers sanctioned activities. Highland Canine Training, LLC School for Dog Trainers will also work cooperatively with police and local authorities to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs. Such conduct is grounds for immediate termination from the school.

UNPROFESSIONAL BEHAVIOR

Any type of behavior on or off campus that is contrary to the School's mission to provide premier professional canine training will not be tolerated. Unprofessional behavior includes, but is not limited to, using vulgar or offensive language, not following instructions, dishonesty, antagonizing behavior, spreading rumors, and being disrespectful to others. Such conduct is grounds for immediate termination from the school.

ATTITUDE

Proper attitude must be shown at all times. Profanity, derogatory comments, racial, ethnic or sexist remarks will not be tolerated between students or from students to staff. Such conduct is grounds for immediate termination from the school.

DRESS CODE POLICY

To ensure student's safety is maintained, students must:

- Wear clothing that does not confine movement but is not so loose it could get caught in gates or easily be grabbed by a dog.
- Wear safe, non-slip shoes and keep them tied.
- Utilize good judgment and common sense (essential when ones' personal safety is at stake).

HAIR POLICY – ALL STUDENTS

In all lab settings and at any time that students are working with dogs, hair must be contained away from the face and eyes or secured back so it does not pose a safety risk. For long hair (i.e. beyond the collar), this generally means the hair must be fastened securely to the back of the head or held away from the face. Hair can be placed in a bun or single ponytail, but the ponytail should be tucked into the shirt during lab.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student feels he or she has an issue or grievance that needs to be addressed, the student should first take the issue to an instructor. If the complaint cannot be adequately resolved there, the student should then address it, in writing, to the Training Director or Owner at:

Highland Canine Training, LLC School for Dog Trainers
145 Foxfield Dr.
Harmony NC, 28634

If the complaint is still not resolved, students can contact:

North Carolina Community College System
200 West Jones Street
Raleigh, NC 27603
(919) 807-7100

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2024 Program Calendar

Dates are subject to change

Jan. 1 (M)	<i>New Year's Day (No Classes/School Closed)</i>
Jan. 2 (Tu)	All Standard, Service & Master Programs begin
Jan. 15 (M)	<i>Martin Luther King Jr. Day (No Classes/School Closed)</i>
Feb. 9 (F)	Standard 6 week Programs end
Feb. 12 (M)	Advanced 6 week Programs begin
Feb. 23 (F)	Standard 8 week Programs end
Mar. 22 (F)	Standard 12 Week & Advanced Programs end
Apr. 1 (M)	Standard 6, 8 & 12 week Programs begin
May 3 (F)	Service Dog Trainer Program end
May 10 (F)	Advance 6 Week Programs begin
May 13 (M)	Standard 6 week Programs end
May 24 (F)	Standard 8 week Programs end
May 27 (M)	<i>Memorial Day (No Classes/School Closed)</i>
Jun. 14 (F)	Master Trainer Programs end
Jun. 21 (F)	Advanced & Standard 12 week Programs end
Jul. 1 (M)	All Standard, Service & Master Programs begin
Jul. 4 (Th)	<i>Independence Day (No Classes/School Closed)</i>
Aug. 9 (F)	Standard 6 Week Programs end
Aug. 12 (M)	Advanced 6 Week Programs begin
Aug. 23 (F)	Standard 8 Week Programs end
Sep. 2 (M)	<i>Labor Day (No Classes/School Closed)</i>
Sep. 20 (F)	Standard 12 Week & Advanced Programs end
Sep. 30 (M)	Standard 6, 8 & 12 week Programs begin
Nov. 1 (F)	Service Dog Trainer Program end
Nov. 8 (F)	Standard 6 week Programs end
Nov. 11 (M)	Advanced 6 Week Programs begin
Nov. 28 (Th)	<i>Thanksgiving Day (No Classes/School Closed)</i>
Nov. 22 (F)	Standard 8 week Programs end
Dec. 13(F)	Master Trainer Programs end
Dec. 20 (F)	Standard 12 week, Advanced Programs end
Dec. 25 (W)	<i>Christmas Day (No Classes/School Closed)</i>

Holidays and School Closings are noted in **BOLD**

Program Start Dates
Program End Dates

2025 Program Calendar

Dates are subject to change

Jan. 1 (W)	New Year's Day (No Classes/School Closed)
Jan. 2 (Th)	All Standard, Service & Master Programs begin
Jan. 20 (M)	Martin Luther King Jr. Day (No Classes/School Closed)
Feb. 14 (F)	Standard 6 week Programs end
Feb. 17 (M)	Advanced 6 week Programs begin
Feb. 28 (F)	Standard 8 week Programs end
Mar. 28 (F)	Standard 12 Week & Advanced Programs end
Apr. 1 (Tu)	Standard 6, 8 & 12 week Programs begin
May 2 (F)	Service Dog Trainer Program end
May 9 (F)	Standard 6 week Programs end
May 12 (M)	Advance 6 Week Programs begin
May 23 (F)	Standard 8 week Programs end
May 26 (M)	Memorial Day (No Classes/School Closed)
Jun. 20 (F)	Master, Advanced & Standard 12 week Programs end
Jul. 1 (Tu)	All Standard, Service & Master Programs begin
Jul. 4 (F)	Independence Day (No Classes/School Closed)
Aug. 8 (F)	Standard 6 Week Programs end
Aug. 11 (M)	Advanced 6 Week Programs begin
Aug. 22 (F)	Standard 8 Week Programs end
Sep. 1 (M)	Labor Day (No Classes/School Closed)
Sep. 19 (F)	Standard 12 Week & Advanced Programs end
Sep. 29 (M)	Standard 6, 8 & 12 week Programs begin
Oct. 31 (F)	Service Dog Trainer Program end
Nov. 7 (F)	Standard 6 week Programs end
Nov. 10 (M)	Advanced 6 Week Programs begin
Nov. 21 (F)	Standard 8 week Programs end
Nov. 27 (Th)	Thanksgiving Day (No Classes/School Closed)
Dec. 12(F)	Master Trainer Programs end
Dec. 19 (F)	Standard 12 week, Advanced Programs end
Dec. 25 (Th)	Christmas Day (No Classes/School Closed)

Holidays and School Closings are noted in **BOLD**

Program Start Dates
Program End Dates