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PROVISIONAL MEMBERSHIP

Provisional Membership is limited to three (3) years. Within that three year period, and no later than three (3) years after acceptance as a Provisional Member, the provisional member is expected to apply for certification by NADOI.

As the National Association of Dog Obedience Instructors is geared towards instructors, i.e., teaching owners as opposing to actual hands-on training of dogs, it needs to be remembered that while understanding and being able to correctly implement training is a critical aspect of the process, the Provisional Member must also strive to improve his/her communication skills, both verbally and in writing, with the owners as well as learning how to run effective group classes or providing private lessons.

As a Provisional Member, the member must comply with the following requirements and failure to meet these requirements will result in not being allowed to continue as a Provisional Member.

1. All provisional members will be assigned a mentor. The provisional member will be responsible for reporting to their assigned mentor on a semi-annual basis. (This does not preclude more frequent communication if deemed necessary or desirable.)
2. The provisional member, in his/her semi-annual report, will provide the following information:
 - a record of how many hours were spent in the previous six months assisting or instructing group classes with a designation of type of class (puppy, obedience, agility, etc.)
 - a record of how many hours were spent providing private instruction or behavior consults in the previous six months. This must include the type of problem and resolution of same.
 - a record of any books, videos, seminars or other educational venues completed in the previous six months.
 - a short synopsis of what the provisional member has accomplished with his/her own dog in the previous six months, along with an abbreviated lesson plan for progressing to the next level.
3. The provisional member shall contact his/her mentor with any questions or concerns regarding the correct and appropriate use of any training technique or equipment. If the mentor is not able to satisfactorily answer those questions, the mentor will ensure that the Provisional Membership Chair is notified so that those questions or concerns can be addressed.

~~DO NOT MAIL THIS PAGE WITH APPLICATION~~

~~Keep this page for your records~~



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NATIONAL ASSOCIATION OF DOG OBEDIENCE INSTRUCTORS, INC.

Application Instructions

Please fill out the appropriate application form, answering all questions completely. NADOI offers two entry-level categories of membership, Certified¹ (full membership) and Provisional (limited membership). Provisional members may not vote, nor may they hold office, but they receive all the publications and other benefits of membership. If you are granted Provisional membership, you will be required to submit semi-annual professional development progress report; you will have three years in which to meet the Certified membership experience requirements and to pass that membership exam.

To help you choose the correct application form, we have provided a formula for figuring your hours (see page 2).

What to submit. Non-refundable processing fee of \$75 along with one copy of all application materials. The application and all supporting material can be submitted as digital files, either e-mailed or mailed on a CD, to the Administrator. You may submit a paper application by U.S. mail if you prefer. Application fee may be paid via PayPal, but application materials must be sent to the Administrator within ten (10) days of payment.

Where to submit. Mail application materials to the administrator within 60 days. **Do not** use registered or certified mail or any delivery service requiring a signature. Applications will not be processed unless accompanied by the processing fee.

Send application materials to:
LINDA LUNDGREN 17918 EMROSE LANE CYPRESS, TX 77429-1541 E-mail: Linda@skoof.com

Helpful Hints: NADOI Examiners are looking at how you teach your students to train their dogs. Some questions will ask for an outline or brief description. Be sure to outline or briefly describe all steps asked for in these questions. Some questions will ask for detail. *Be sure to answer these questions as though you were explaining to a student.* Failure to go into enough detail about techniques and methods, or to describe steps from introduction to reliable response where indicated, may cause your application to be rejected. The Membership Committee cannot presume your knowledge if you fail to provide specific explanation.

Note: It will take our examiners up to 4 months to review your application/questionnaire.

If you have any questions or need more time to complete the enclosed form, please write to the administrator listed above.

Thank you for your interest in NADOI. We look forward to receiving your membership application.

¹Note: Regardless of your total experience, you must become Certified at the entry level before being eligible for additional certifications. Application for additional certifications may be made in six month intervals, but no earlier than six months after being approved for full membership. An additional 52 weeks of instructing experience at the level of the sought-after certification is required for an additional certification level. Additional certifications currently offered by NADOI are *Puppy, Novice, Open, Utility, Tracking, Tracking Dog Excellent and Basic Agility.*

ELIGIBILITY REQUIREMENTS

Certified Membership

An applicant for Certified Membership must have a minimum of 5 years experience in dog obedience training and at least 2 years as full-charge instructor. Group applicants must have a minimum of 104 hours as full-charge instructor and have worked with a minimum of 100 dog/handler teams. Private applicants must have a minimum of 288 hours instructing and have worked with a minimum of 100 dog/handler teams. All hours for teaching pet manners and/or competition obedience training may be used to calculate eligibility.

Provisional Membership

To be eligible for Provisional membership, an applicant must have a minimum of 2 years experience in dog obedience training. Provisional Membership is limited to three (3) years. Within that three year period, and no later than three (3) years after acceptance as a Provisional Member, the provisional member is expected to apply for certification by NADOI.

Formula for Calculating Eligibility

If you are uncertain if you meet the hours requirements, or if you are close to the minimum, please use the following formula to figure your hours and return this form along with your application. If your experience clearly exceeds the minimum, you do not need to complete the following.

How To Figure Teaching Hours:

Group Only:

Number of courses taught _____ X number of hours per course = _____ total hours.

If the total is **less than 104**, you are not eligible for Certified membership but may be eligible for Provisional membership.

If the total is **104 or more**, you are eligible to apply for Certified membership.

Private only:

Number of clients taught _____ X average number of hours per client = _____ total hours.

If the total is **less than 288**, you are not eligible for Certified membership but may be eligible for Provisional membership.

If the total is **288 or more**, you are eligible to apply for Certified membership.

Combined Group and Private Hours:

Line 1: Enter number of group instructing hours _____

Line 2: Divide the number on line 1 by 104 _____

Line 3: Enter number of private instructing hours here _____

Line 4: Divide the number on line 3 by 288 _____

Line 5: Add Line 2 to Line 4 _____

Line 6: Multiply line 5 by 100 _____%

If line 6 is less than 100%, you are not eligible for Certified membership but may be eligible for Provisional membership.

If line 6 is more than 100%, you are eligible to apply for Certified membership.



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PROVISIONAL MEMBERSHIP APPLICATION

How many years: _____

You've trained dogs _____

You've assisted group _____; private _____

You've taught, as the full charge instructor,
group _____; private _____

Approximately how many dogs go through your training courses per year _____

GENERAL INSTRUCTIONS

The application and all supporting material can be submitted as digital files, either e-mailed or mailed on a CD, to the administrator.

DISCLAIMER: Since our applications do not ask for any personally identifiable sensitive information, the option of electronic submission is being offered for your convenience. However, please recognize that submissions by e-mail are not considered secure or private.

- ALL QUESTIONS MUST BE COMPLETED IN FULL. In answering the questions, keep in mind that NADOI wants to know your qualifications as an INSTRUCTOR. Be specific in describing what you tell your students to do to train their dogs. NADOI examiners are looking for step-by-step methodology rather than general descriptions. Answer the questions in your own words.
- Any response of "not applicable" should be explained as to why it is non-applicable.
- Attach an extra sheet for questions requiring more space, making sure the question number is shown with each answer. Print your name the top of each page and number the pages consecutively.
- Unless specifically stated in the directions, copies of handouts or homework sheets will not be accepted as the complete answer for any of the questions. However, if you have handouts for students on a given subject, you may submit them as supporting information IN ADDITION to your responses, not in place of your responses. The author of all handouts must be listed on the handout.
- This questionnaire is geared toward the practical application of your knowledge. If you teach strictly competition obedience, you will need to approach your answers from the standpoint of either how you would apply competition obedience to real-life situations, or how you would handle the situation as asked.

PERSONAL INFORMATION

NAME		HOME PHONE	AGE
ADDRESS		CITY, STATE, ZIP, COUNTRY	
E-MAIL		OCCUPATION	
WEB URL			
DOG BUSINESS NAME		BUSINESS PHONE	
HOBBIES/OTHER INTERESTS			

PART 1: BACKGROUND INFORMATION

1. List the dogs you have personally trained, giving breed, level of training reached, and any titles earned, showing approximate dates of the highest titles earned.
2. Check any of the following types of dog training in which you are or have been active:

<input type="checkbox"/> Pet manners/CGC	<input type="checkbox"/> Drug/bomb/other detection
<input type="checkbox"/> Competition obedience	<input type="checkbox"/> Tracking
<input type="checkbox"/> Therapy/pet assist activities/service	<input type="checkbox"/> Agility/flyball
<input type="checkbox"/> Herding	<input type="checkbox"/> Field/hunting
<input type="checkbox"/> Protection/K-9/Schutzhund	<input type="checkbox"/> Conformation/breeding/exhibiting
<input type="checkbox"/> Other (please list) _____	
3. List any books and/or videotapes that influenced your instructing, including approximate publication/production dates.
4. What dog or obedience related periodicals do you subscribe to or read regularly? Are you a member of any dog or obedience training e-mail list? If so, which one(s)?
5. Who (author, instructor, seminar presenter, video producer, etc.) most influenced your training philosophy? How?
6. What courses or seminars, including approximate dates, have you attended that influenced your instructing? Did these include any that specifically taught instructing skills?
7. If you are scheduled to attend any courses or seminars within the next 6 months, please list them.
8. What, if any, previous experience did you have teaching or working with people before you began teaching people how to train their dogs?

PART 2: REFERENCE INFORMATION

9. How are you gaining your instructing experience? If you assist or apprentice, for how long have you done so? Please provide the name(s) and contact information of the person(s) for whom you are apprenticing/assisting.
10. List any training schools, breed or obedience clubs, performance event clubs, or professional organizations to which you now belong or were involved in the past.
11. Please provide three names along with phone numbers and/or e-mail addresses that we may contact as references (i.e., veterinarian, pet professionals, dog club officers or past customers).

12. Please give the names of any NADOI members you know or have known in the past.
13. Have you ever applied to NADOI before? If so, when?

PART 3: STUDENT INFORMATION

14. Have any of your students earned certification with any titling organization (AKC- include CGC, UKC, AMBOR, Therapy/Service Dogs, dog sports, etc.) on their dogs? If yes, please list the most recent titles or certifications as well as the breeds of dogs.

PART 4: INSTRUCTING

15. Explain in detail how you instruct your students to teach the dog to down on command. Start with introduction of the exercise and include all progressions to a final response to cue/command. (Even if your basic or beginning courses do not complete all the steps of the progressions, be sure you include the complete teaching progressions in your answer to this question). Do you ever recommend an alternate method of teaching the "down"? If so, why?
16. Explain why you would handle a student's dog.
17. What type of collar and leash do you routinely recommend for typical beginner students? List other types of collars, leashes, and other training aids you recommend, putting those most used at the top of the list.

IMPORTANT INSTRUCTIONS: If you teach group training classes, answer Part 5a. If you conduct private lessons, Part 5b. If you do both, please complete both sections.

PART 5a: GROUP CLASS

18. How long (hours per week) is each class? How many weeks comprise your basic course?
19. How many students do you normally have in a class?
20. If you have served as an assistant instructor:
 - a. Briefly describe what jobs you perform(ed) as an assistant.
 - b. How has serving as an assistant aided your development as an instructor?
21. What do you believe are the most common causes for student dropout?

22. Explain how you would handle the following situations if they were to occur in your basic class:
- a. A young lady is enrolled in class with her large Newfoundland. The dog is very friendly and keeps dragging his owner across the floor to meet other dogs and people. The owner's efforts to control him are not effective and other students are showing concern over his unwanted attention.

 - b. A seven month old Shetland Sheepdog is very nervous the first night of class, trembling, hiding behind the owner when anyone approaches. The owner is offering food and verbal encouragement in an attempt to coax the dog into action, but there is no response. The owner comments that the dog has been like this ever since she got him from a local kennel a few weeks ago.

PART 5b: PRIVATE

23. Do you work as an assistant or do you do private calls yourself? If by yourself, what type cases do you handle? What type cases would you refer to another instructor?
24. Generally, how long (minutes/hours) does a private lesson last?
25. Do you work with your client at their home, your place of business (which could be your home or an office), or some other location (please specify)? What are the advantages and disadvantages of each location?
26. Explain in detail how you would handle the following situation:
- a. A young couple has a year old Yorkie that urinates and defecates in the house. They refuse to try crate training the dog, and do not have a suitable place to leave her outside when they are gone, although they do have a fenced yard. They presently shut the dog in a bathroom while they are gone and at night. Both the man and the woman work during the day, but the wife is able to come home during her lunch hour. The dog is immediately taken outside, but doesn't always "go." She often slips into either the dining room or the spare bedroom to eliminate, even after being outside. Their main complaint is that the dog will not "ask" to be let out.

 - b. You have been called to a client's house to help with a dog who, by the owner's description, is boisterous and often times out of control. Seconds after the owner opens the door to greet you, the dog appears behind him snarling and trying to lunge past the owner.

PLEASE READ THE FOLLOWING CAREFULLY

I understand that this application will not be considered unless it is accompanied by the non-refundable \$75.00 processing fee.

Yes No *I have not been charged with, convicted of, or pled guilty to a felony.*

If yes, please explain:

I affirm that I have read and understand the NADOI Code of Ethics, NADOI Standards of Conduct, and NADOI's Position Statements, and I understand that my application for NADOI membership and certification constitutes an agreement to abide by these statements.

I hereby certify that I have answered all of the above truthfully. I understand that any misrepresentation or material omission will constitute grounds for rejection of this application. If any misrepresentation or material omission is discovered after my acceptance, the matter may be referred to the Ethics Committee for immediate action, which action may include suspension or revocation of membership, or other disciplinary action the Ethics Committee may deem appropriate.

Signature _____ Date _____

If submitting electronically, type your name in the signature block above. Please check the box at left to acknowledge you have read the disclaimer concerning electronic submissions on page one of this application.

IMPORTANT NOTICE

If mailing your application, submit one (1) copy each of: the completed form, your typed responses, and all attachments along with your processing fee to the administrator listed below.

DO NOT USE REGISTERED OR CERTIFIED MAIL, OR ANY OTHER SERVICE THAT REQUIRES A SIGNATURE.
Make check or money order payable to NADOI. Please do not send cash.

Application fee may be paid via PayPal, but application materials must be sent to the Administrator within ten (10) days of payment.

NADOI
Linda Lundgren
17918 Emrose Lane
Cypress, TX 77429-1541
Linda@skoof.com

FOR NADOI USE ONLY

DATE	COMMENTS
Sent to Applicant:	
Received by NADOI:	
Publication date:	
Sent to Examiners:	
Returned by Examiners:	
Sent to Committee for Vote:	
Approval/rejection letter sent:	