

INTERNATIONAL MARINE ANIMAL TRAINERS ASSOCIATION

APPLICATION

Accreditation of Facility Animal Trainer Development Programs

Facilities which meet IMATA's *Guidelines for Accreditation of Facility Animal Trainer Development Programs* are eligible for accreditation. Facilities seeking accreditation must complete the enclosed accreditation application form and provide the requested information and materials. Upon receipt of a facility's accreditation application, a member of the Accreditation Management Committee will review the application and may contact the applicant facility for additional or clarifying information.

Once the application is deemed complete by the Accreditation Management Committee, the Accreditation Management Committee will appoint an inspector to conduct a site visit of the facility. The applicant facility is responsible for coordinating the site visit with the assigned inspector and for paying the inspector's travel costs. Information provided by an applicant facility in this application and during the accreditation process will be maintained by IMATA, the Board of Directors, the Accreditation Management Committee and the site inspector as confidential.

The Accreditation Management Committee will make a recommendation to the Board of Directors based on the facility's application, materials submitted and the inspector's evaluation and report. The Board of Directors will make a determination as to whether the facility meets the *Guidelines for Accreditation of Facility Animal Trainer Development Programs*. A facility may seek reconsideration of a decision by the Board of Directors to deny an application for accreditation by providing written notice to the Chairperson of the Board of Directors.

Upon receiving accreditation, accredited facilities must document continued compliance with the *Guidelines for Accreditation of Facility Animal Trainer Development Programs* by performing an annual self-evaluation, and shall submit documentation of each self-evaluation to the Accreditation Management Committee. On the fifth-year anniversary of a facility's accreditation, the facility shall re-apply for accreditation by completing a new application for accreditation with the requested information and materials. A site inspector shall be appointed to conduct a site visit to document the facility's continued eligibility for accreditation.

Questions about this application or the accreditation process should be directed to the Chair of the Accreditation Management Committee.

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NAME OF FACILITY: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

COUNTRY: _____

TELEPHONE NUMBER: (____) _____

FACSIMILE NUMBER: (____) _____

CONTACT PERSON: _____

TITLE: _____

PLEASE SUBMIT THE REQUESTED MATERIALS AND YOUR WRITTEN ANSWERS TO THE FOLLOWING QUESTIONS:

- I. STAFF TRAINER DEVELOPMENT MANUAL. Please provide a copy of your facility's Staff Trainer Development Manual. If you do not have a written Staff Trainer Development Manual, or if your Staff Trainer Development Manual does not address the following, please provide a written descriptions as requested below:
- a. Policy – A description of the facility's view of the animal Trainer Development program, the Trainer Development program's role in the organization, and the responsibilities of leadership and management in connection with the program. Please include a description of the focus of the program, the facility's philosophy on animal Trainer Development, its application of animal Trainer Development, its statements of animal care and treatment principles, and facility management's responsibility and accountability for the program.
 - b. Behavior Development and Management Plan – A description of the animal Trainer Development program and its objectives, methods of accomplishment and success criteria. Please address Trainer Development oversight, standard and emergency procedures, and record-keeping, including animal Trainer Development decision authority, categorized lists of behavior goals and objectives, representative animal Trainer Development plans for key individual

behaviors, criteria for measuring success of animal Trainer Development plans, schedule of frequency to maintain criteria, and plans to address aggressive or potentially dangerous animals.

- c. Staff Responsibilities and Advancement Policies – A generalized description of the facility’s staff positions, including proficiency requirements, qualifications, animal Trainer Development responsibilities for each position, and the facility’s approach to staff advancement.

II. FACILITY LEADERSHIP AND STAFF. Please list all current animal Trainer Development staff and their qualifications.

III. TEACHING PROCESS.

- a. Please describe your facility’s process for teaching learning and conditioning theory to entry-level trainers.
- b. Please describe your educational program and include a description of which, if any, of the following methods are used by the facility: seminars, self-study program, in-house classes, outside courses, mentoring program, and continuing education.
- c. If your organization does not operate a teaching program, but instead hires only experienced trainers, please so indicate.

IV. EDUCATIONAL MATERIALS. Please describe how your Staff Trainer Development Manual and related materials are made available to all staff and provide a description of how the materials are used and implemented at the facility. Please indicate which of the following types of materials your facility uses in connection with its trainer development program: third-party manuals or books; collections of articles; required reading list; videos; glossary; library; and electronic media.

V. TESTING. Please describe your facility’s process for testing trainers’ knowledge and understanding of learning and conditioning theory and the facility’s Trainer Development policies.

VI. HANDS-ON EXPERIENCE. Please describe your facility’s procedures for providing hands-on experience to novice trainers, including your facility’s mechanism for providing novice trainers feedback and guidance from more experienced trainers.

VII. EVALUATIONS. Please describe your facility’s mechanism for evaluating trainers’ skill levels.

VIII. CRITERIA FOR ADVANCEMENT. If your facility’s criteria for advancement are not outlined in a Staff Trainer Development Manual, please provide a description of the facility’s criteria for advancement and describe the process by which staff is made aware of the criteria.

IX. SUPPLEMENTAL MATERIALS. Please provide any supplemental materials not specifically requested in this application that may be relevant to a determination as to

whether your facility meets the *Guidelines for Accreditation of Facility Animal Trainer Development Programs*.