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AK9I

STUDENT CATALOG & HANDBOOK

2026 - 2028

Accredited by ACCET

Certified to operate by SCHEV

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General Information

Mission Statement

AK9I is a full-service working dog corporation whose primary mission is to educate and certify students to become working dog handlers and trainers.

History and Development of the School

American K9 Interdiction, LLC, formed in 2001, is a privately held (self-certified) Service-Disabled, Veteran Owned small business, with a singular and exclusive focus on canines and their use as force multipliers for detection, tracking and controlled aggression missions conducted by the military, law enforcement, and private security contractors. Under numerous contracts with Department of Defense (DOD), federal agencies, Law Enforcement (LE) entities and corporate clients, AK9I has trained over one thousand five hundred canines and handlers to perform life-saving missions such as IED (roadside bomb) detection; the tracking, pursuit, and apprehension of persons of high interest; and the security of emplaced compounds overseas. AK9I also works with dozens of LE personnel from local and out-of-state departments, providing trained dogs and handler training for these law enforcement professionals to enable them to conduct their assigned duties such as roadside seizures and criminal tracking properly and safely, apprehension and control.

Consistency of Purpose

AK9I will extend the reach of its talented trainers and instructors to Service-Disabled and non-Service Disabled Military Veterans, Law Enforcement, and civilian clientele interested in obtaining the professional training necessary for the pursuit of a career in the K9 world as a private security professional, within an agency or department such as the Department of State, with a policing organization or a sport enthusiast, eager to learn and embrace the proper training methodologies to build a superior working dog. Within these units, K9 assignments are a premiere role (as with SWAT assignments), requiring a strong foundation and continuous education and training. The most viable and sought-after candidates for K9 positions are those with US Military training and experience. Individuals who attend AK9I can initiate the basis for their career by selecting from one of several tracks, consistent with any prior training or experience they may have. The basis for the development of the majority of our training academy courses is the canine training curricula offered by the Department of Defense, which has been tested and proven over more than 50 years. AK9I has refined and fine-tuned a number of these methodologies and has been enormously successful in providing canine training to inexperienced candidates who are molded into canine professionals under our guidance.

Many of these individuals go forward into public service positions and have told us of their advantage over others competing for the same position because of the training they received from AK9I. AK9I will serve as a vehicle for continuing and expanding the reach of this advantage.

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General Description of Available Space, Equipment, and Facilities

The two AK9I training campuses consist of a combined 177 acres and 19 free-standing buildings. Dedicated training buildings include a double-isolated 5,000 SF building specifically designated for canine aggression and detection training, designed to emulate a residence. The indoor training area is an additional, separated, classroom/training building of approximately 6,500 SF. An obstacle course is positioned on the perimeter of the eighth mile running/jogging track. In addition, the Zuni training facility consists of a 7,000 SF warehouse, 3,500 SF cafeteria, and three additional training buildings totaling 9,000 SF, an outdoor swimming pool and four student dormitories. Off-site training can be conducted at a multitude of locations including open areas encompassing more than 10,000 acres, numerous buildings of all sizes and purposes, vehicle lots, and active warehouses. Formal agreements for AK9I's use of the property are held with each of the property owners. The explosive storage magazine is on-site and holds all high explosives in compliance with ATF and local regulations. Schedule 1 and 2 narcotics/drugs are held on-site in a secure vault compliant with DEA and local regulations. Pseudo-explosive and drug odors (e.g., Scent Logix brand) are also utilized for certain scenarios; they are also essential for maintaining scent recognition in areas where the actual odor cannot be used for refresher training. The dog kennel runs are indoors and are "Mason" brand; they are installed on concrete, with controlled access to adjoining airing yards. The main kennel building of almost 20,000 SF has capacity for 200 dogs in individual runs. An additional and separate kennel building for isolation/special purposes can house another 26 dogs. The entire facility is fenced in accordance with DOD specifications and situated in a rural area. There is ample parking for students and employees. AK9I has four classrooms. The first classroom is in the administration building. This classroom is purpose-built and accommodates ten students. The second classroom is located within the Virginia Department of Transportation warehouse. It is purpose-built and can accommodate 30 students. The third classroom is located within the administrative building foyer. It has been used to host conferences and can comfortably accommodate 50 students. The fourth classroom is located in the Zuni cafeteria and can be used for conferences and can comfortably accommodate 100 students.

AK9I will provide all necessary training equipment, including a pre-vetted qualified canine. It can also provide recommendations for additional "dog gear" purchases to round out a Handler's kit.

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Carrsville Facility

Zuni Facility

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School locations

- AK9I Headquarters. The Kennels and Training Center is located at 4007 Burdette Road, Carrsville, Virginia.
- AK9I Auxiliary classroom, Student accommodation and additional training locations are located at 5279 Homegrown Lane, Zuni, Virginia.

School Calendar

AK9I operates annually on a four-term basis which consists of the following:

- Winter: January 1 - March 31
- Spring: April 1 – June 30
- Summer: July 1 - September 31
- Fall: October 1 - December 31

Classes start the first Monday of each month with the exception of federal holidays. Class start days landing on a federal holiday are moved to the following Tuesday.

Administrative and student training days and hours of operation are Monday thru Friday 9:00 A.M. till 5:00 P.M.; however, due to student training schedules, weather conditions, and class requirements such as night training as determined by the course syllabus, these hours are subject to change.

Students are required to attend class for eight hours each day excluding a lunch break.

Calendar Year 2026-2028 Class Convening Dates

Start Date	Graduate Date (6 weeks)	Graduate Date (8 weeks)	Graduate Date (12 weeks)
01/05/2026	02/13/2026	02/27/2026	3/24/2026
02/02/2026	03/13/2026	03/27/2026	04/24/2026
03/02/2026	04/10/2026	04/24/2026	05/22/2026
04/06/2026	05/15/2026	05/29/2026	06/26/2026
05/04/2026	06/12/2026	06/26/2026	07/24/2026
06/01/2026	07/10/2029	07/24/2026	08/21/2026
07/06/2026	08/14/2026	08/28/2026	09/25/2026
08/03/2026	09/11/2026	09/25/2026	10/23/2026
09/07/2026	10/16/2026	10/30/2026	11/25/2026
10/05/2026	11/13/2026	11/25/2026	12/23/2026
11/02/2026	12/11/2027	12/23/2026	01/22/2027
12/07/2026	01/15/2027	01/29/2027	02/26/2027

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01/04/2027	02/12/2027	02/26/2027	03/26/2027
02/08/2027	03/26/2027	04/09/2027	04/30/2027
03/01/2027	04/09/2027	04/23/2027	05/21/2027
04/05/2027	05/14/2027	05/28/2027	06/25/2027
05/03/2027	06/11/2027	06/25/2027	07/23/2027
06/07/2027	07/16/2027	07/30/2027	08/27/2027
07/05/2027	08/13/2027	08/27/2027	09/24/2027
08/02/2027	09/10/2027	09/24/2027	10/22/2027
09/06/2027	10/15/2027	10/29/2027	11/24/2027
10/04/2027	11/12/2027	11/24/2027	12/22/2027

The following Federal Holidays are observed, and no classes are held:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Courses Offered

AK9I offers the following courses for which students will receive a Certificate of Completion:

- 005: Patrol/Detector Dog Handler
- 006: Patrol/Detector Dog Trainer
- 010: Law Enforcement Patrol/Detector Dog Handler
- *011: Static Mobile Detector Dog Handler
- *012: Pet Dog Trainer
- *013: Detector Dog Trainer

*** Note: These courses have not yet been approved by the State Approving Agency on behalf of the Veteran Affairs**

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Telecommunication Policy

- None of the courses offered can be taken via electronic telecommunication or other means.
- Attendance on-site is mandatory.
- AK9I will provide all students with access to a "guest" Internet connection.

Availability of the Student Right-to-Know and Campus Security Act

- Public Law 101-542, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the ***Student Right-To-Know and Campus Security Act.***
- The full text of the law can be found at http://uscode.house.gov/statutes/1990/1990-101-0542.pdf
- Please contact the School Administrator with any questions regarding AK9I responsibility and activity with regard to these matters.

Ownership and Faculty Information

Trustees, directors, officers, entities, or institutions that have a controlling ownership or interest in AK9I, including academic credentials.

- Mr. Paul Roushia is the President and majority owner (51%) of AK9I, LLC. Mr. Roushia has an Associate of Applied Science in Criminal Justice and a Bachelor of Science in Vocational Education.
- Mr. Nigel Rhodes is the Chief Operating Officer and has minority ownership (49%) in the school. He earned a Bachelor of Science (Hons) at University in the UK.

Chief school administrators and administrators at each branch location, including academic credentials.

- Mr. Paul Roushia (School Administrator) is the President and majority owner of AK9I, LLC.
- Mr. Nigel Rhodes is the Chief Operating Officer and has minority ownership in the school.

Powers, duties and responsibilities of the governing board, chief operating officer, president, director and/or owners

There is no governing board for AK9I. Because AK9I is an LLC, an Operating Agreement governs the affairs, duties, and responsibilities of the members; this operating agreement is confidential. Generally, the powers, duties, and responsibilities for the owners (LLC members) of AK9I, the President and the Chief Operating Officer, are as follows:

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President

The President is AK9I's organizational leader, directing the organization to attain its mission, goals, and objectives; he will bear full fiduciary and legal responsibility for AK9I.

The President will facilitate organizational governance roles and responsibilities, while preserving the integrity of all AK9I processes.

The President will model trust, respect, and cooperation, setting the business and academic tone. He helps model the norms for courtesy and personal interaction.

The President serves as spokesperson for AK9I and represents AK9I I at formal and informal functions; he articulates adopted positions and policies to the trade and mass media; he communicates the AK9I vision to external individuals and groups, including government entities as appropriate.

The President maintains linkages with local law enforcement and emergency management entities, keeping abreast of new techniques, opportunities to assist in preserving public safety, and the potential offerings within the local job market for which students may be qualified after they have completed their course(s).

The President promotes AK9I student access to AK9I leadership and involvement; he identifies and encourages highly skilled students to strive to become future leaders in their field.

The President participates in the development and implementation of corporate policies and strategic planning, ensuring effective business planning and control to maintain the financial integrity of the Corporation.

As an administrator, the President is the chief administrative officer and legal head of the AK9I organization. While many of the administrative roles are delegated or shared in policy (and practice) with the Chief Operating Officer, certain key roles are clearly and consistently performed fully or in part by the President: representing AK9I and speaking to public safety organizations and to the public.

Chief Operating Officer

AK9I's Chief Operating Officer (COO) and minority owner, Mr. Nigel Rhodes, is the operational leader of the AK9I organization, managing that organization to ensure that staff members attain the administrative goals and objectives necessary to accomplish and sustain the corporate mission.

Like the President, the COO will model trust, respect, and cooperation, setting the business and academic tone. He will also model the norms for courtesy and personal interaction.

The COO participates in the development and implementation of policies and strategic planning; upon implementation, the COO maintains oversight on a daily basis to ensure effective business process control and maintenance of the financial integrity of the Corporation.

The essential functions performed by the COO include:

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- Oversight and management of all Accounting Department functions, including Payroll, Tax compliance, Payables/Receivables, and the financial aspects of Purchasing.
- Oversight and management of all Logistics Department functions, including Procurement and Purchasing.
- Oversight of Program and Project Management functions, including weekly/monthly reviews of ongoing work in progress.

School Administrators and Faculty

- Paul Roushia, Administrator and Master Trainer: BS, Vocational Education. Formal DOD canine training education; Possesses Over 40 years of canine training experience.

- Michelle Hartman, Director of Student Services: Possess 17 years of professional experience at AK9I, specializing in canine care, program administration, regulatory compliance, and operational leadership, including accreditation work with Department of Veterans Affairs and Accrediting Council for Continuing Education & Training (ACCET).

- Christopher Casora, Director of Educational Data & Curriculum Development: MS, Business Analytics and BS, Exercise Science. Total of Nine years of canine experience. Canine training education: Graduate of AK9I Canine Trainer Course.

- Stephane Hubert, Director of Training: BS, Engineering. Over 25 years of hands-on experience working and training military, police, and personal security working dogs. Conus and OCONUS

- Kenneth Gregory, Senior Instructor: Over 17 Years of hands-on experience working and training military and police working dogs. CONUS and OCONUS.

- Jerad Pool, Instructor: Over 25 years of hands-on experience working, training and managing military and private working dogs. CONUS and OCONUS.

- Jan Koppenens, Instructor: Over 15 years of hands-on experience working and training police and sport dogs.

Faculty Accessibility for academic or course advising.

Due to our small class sizes, students are afforded the opportunity to consult with the course Instructor at any time during the school day depending on availability. Before -or after- hours meetings will be scheduled when required.

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Discrimination and Harassment Policy

In providing a productive working and studying environment, AK9I believes that all employees and students should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, sexual preference, national origin, age, and disability. It is AK9I's policy to provide an environment free from such harassment.

Admissions and Entrance Requirements

Basic Admission Requirements

Must be a High School or GED graduate.

Student Special Needs

AK9I fully complies with the Americans with Disabilities Act (ADA) and will accommodate any student's needs provided the student discloses their special needs prior to enrollment.

Student Acceptance Process

- Provide proof of High School or GED graduation (diploma or transcripts)
- Alternatively, provide copies of college transcripts.
- Applicants will be contacted by AK9I (via telephone) to discuss the Applicant's goals, and course convening dates.
- The student applicant will determine the course(s) to be taken and will complete an application for enrollment and acceptance (AK9I Course Enrollment Agreement). Applicant will transmit the Agreement either by electronic mail or postal carriage to AK9I for consideration.

Credit for Previous Education or Training

AK9I will accept transfer credit or course work from any accredited institution and will maintain a written record of all previous education and training of the veteran or eligible person. The minimal acceptable grade for transfer of credit is a "C". There are no limits on the number of courses or credit hours that can be accepted for transfer or how recently the course was taken. AK9I staff will review the applicants' prior training and education and evaluate and compare it to AK9I course requirements. Credit for prior training and education that meets AK9I course requirements will be granted and as appropriate, the training period will be shortened proportionately, and the eligible person and VA so notified. Awarding credits for transfer will be conducted utilizing the Carnegie clock-to-credit hour conversion.

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ALL DIPLOMAS OR TRANSCRIPTS MUST BE PROVIDED PRIOR TO THE CLASS COMMENCEMENT DATE. FAILURE TO DO SO WILL RESULT IN THE STUDENT'S EXCLUSION UNTIL THE DOCUMENTS ARE RECEIVED.

Drop Period

Students can drop courses through the end of week one with no cost or financial penalty. Students must make their request to the Director of Student Services.

VA Delayed Payment Compliance

In accordance with the Veterans Benefits and Transition Act of 2018, Section 103, effective 1 August 2019, it is AK9I's policy that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to AK9I due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

Representation of ACCET Accreditation

As an accredited institution, AK9I fully complies with Accrediting Council of Continuing Education's policies on recruiting, advertising, and promotional practices.
A copy of ACCET Document 30 is available upon request.

Student Disclosure Information

Grading System

AK9I grading scale is as follows:

A	Excellent	100 – 90 %
B	Good	89 – 80 %
C	Satisfactory	79 – 70 %
D	Poor	69 – 60 %
F	Failed	59% and below
W	Withdrawn	

WP - Authorized withdrawal with passing grade.
WE - Authorized withdrawal with failing grade. Work may not be completed.
NC - Did not complete course but was passing at time of withdrawal.
FLD - Did not complete course, excused because of inability to carry work.

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Standards for Satisfactory Progress

Satisfactory progress is evaluated every week throughout the program.

The student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than 70% average. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

1. Warning Period

If a student fails to meet the cumulative 90% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve a 90% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Administrator, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

2. Appeal Process

The student may submit a written appeal of his/her dismissal to the School Administrator within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a

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viable plan for the student to successfully complete the program within the maximum timeframe allowed.
The School Administrator will assess all appeals and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Administrator is final.

Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Administrator's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.
The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

3. Maximum Time Frame (MTF)

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, the Patrol/Detector Dog Trainer, 13 weeks in length, must be completed within 19.5 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

4. MTF Calculations per program

Program	**Program Length (hours/weeks)**	**Multiplier**	**Total MTF**
005: Patrol Detector Dog Handler	320 clock hours 8 weeks	1.5	12 weeks
006: Patrol Detector Dog Trainer	480 clock hours 12 weeks	1.5	18 weeks
010: Law Enforcement Patrol Detector Dog Handler	240 clock hours 6 weeks	1.5	9 weeks
011: Static Mobile Detector Dog Handler	320 clock hours 8 weeks	1.5	12 weeks
012: Pet Dog Trainer	480 clock hours 12 weeks	1.5	18 weeks
013: Detector Dog Trainer	480 clock hours 12 weeks	1.5	18 weeks

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5. Transfer and Readmitted

Transfer Students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.
If the student transfers in 200 hours, and therefore must complete 320 hours at the Institute (320/40 hours per week = 8 weeks), the maximum time frame is 8 weeks x 150% or 12 weeks.

Academic credit

- Students forced to withdraw due to military service will be issued a pending grade of "In Progress" until the course is completed.
- Students will have 5 years from the completion of military service to complete the course.

Re-instatement (military service)

- Upon release or return from military service, military students shall be entitled to reinstatement to AK9I without having to re-qualify for admission provided:
  a) The student returns to AK9I after a cumulative absence of not more than five years, and
  b) The student provides notice of intent to return to the institution not later than three years after the completion of active service.
- Military students will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal.
- Counseling for the student will be provided to determine the impact of the student's absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

Documentation

- In order to preserve their prerogatives under the reinstatement policy, a student must provide documentation which reflects the date of discharge from active or reserve duty, e.g., DD214, orders to the Fleet Reserve.
- Students must provide documentation within three years of discharge from active or reserve duty.

Student Rights, Privileges and Responsibilities

- **Medical Resignations**

  A student withdrawing for medical reasons will be charged an amortized daily tuition rate for each day enrolled. Request for withdrawal for medical reasons must be accompanied by a statement from the attending physician.

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Standards of Progress Policy

Throughout the course, weekly written tests and weekly practical performance tests will be administered to ascertain student capture and retention of course information. Students failing to pass weekly performance assessments (written tests or practical exercises) will be placed in an academic probation status. Students in this status will receive a written explanation regarding their substandard performance as well as a written Remediation Plan specific to the situation. Students in remediation status will receive personalized training until they demonstrate proficient performance and are at the same level as their classmates.

The evaluation, grade and attendance standards for satisfactory progress are as follows:

- The minimum attendance standard to maintain satisfactory progress is 90%.
- If, upon formal evaluation, the student does not meet the minimum standard, he/she will be placed on probation for one month.
- If, at the end of the one-month probation, the student's cumulative performance and attendance meets the standard he/she will be taken off probation.
- If, at the end of the probationary period, the student's cumulative performance and attendance does not meet the standard, the student will be considered to be out of satisfactory progress.
- For all students, alternate arrangements for continuing attendance, without termination from the school will be made to make up the hours, at the discretion of the school owners, by mutual agreement of all parties concerned.

Student Grievance Procedure

There will be no unfair action toward or treatment of a student based on the initiation of a complaint.

A student who has a grievance with the Academy or an Instructor should first verbally discuss the problem with the instructor or, if the issue is the Instructor, the Director of Training, and, finally, the COO. If resolution cannot be reached, the student shall submit a written complaint to the President asking for both a written acknowledgment of the complaint and the plan for (or the actual) resolution.

If a satisfactory resolution of the problem is not obtained after exhausting the Academy's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to:

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building, 9th Floor.
101 North 14th Street
Richmond, VA 23219
Phone: (804) 225-2600
Fax: (804) 255-2604

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Any students (veterans or eligible persons) attending classes using their GI Bill®, *(''**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.")*, should note that the Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. If the situation cannot be resolved at the school, the beneficiary should contact the SAA office either by phone, or email.

State Approving Agency (SAA)
James Monroe Building, 17th Floor.
101 North 14th Street
Richmond, VA 23219
Phone: (804) 225-2298
saa@dvs.virginia.gov

This institution has obtained accreditation through the Accrediting Council for Continuing Education & Training (ACCET).

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.
2. The written complaint must contain the following information:

    a) Name and location of the institution.
    b) A detailed description of the alleged problem(s).
    c) The approximate date(s) that the problem(s) occurred.
    d) The names and titles/positions of all individuals(s) involved in the problem(s), including faculty, staff, and/or other students.

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e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
g) The status of the complainant with the institution (e.g., current student, former student, etc.).

3. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Probation, Dismissal and Re-admittance

A student who has been academically terminated or terminated for poor practical performance may be readmitted within one year by successfully completing a personal interview with the School Administrator and paying all tuition and fees due at the time of readmission. Program requirements at the time of readmission shall be applicable. *Individuals who were considered a "forced drop" due to the inability to pass practical gates and milestones will be reconsidered on a case basis but without any guarantee of re-admittance.*

Copyright Policy

Students, instructors, administrators, and staff will not copy or print any material that is the legal or intellectual property of another author unless they have written permission to do so. Unauthorized use of copyright material of any kind may result in civil/criminal punishment. In addition, students who violate this policy will be admonished and may be subject to additional disciplinary action.

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Student Records

A student record package will contain a complete history of all correspondence between the student and AK9I, including enrollment and financial data. All student tests (and test results), evaluations and grades will be maintained by AK9I on-site for a period of 5 years. Student transcripts will be kept on file permanently.

All paper records will be converted to electronic documents and archived. The paper documents will be stored in a secure and controlled area with very limited access.

Access to electronic records will be limited to the School Administrator or the COO of AK9I if he is unavailable. AK9I employs on-site and off-site computer backup and storage.

Students seeking a copy of any of their academic records can submit an e-mail request or written request, at their convenience. Electronic requests will be answered within 72 hours. Requestors will be required to provide specific security information in order to obtain records from AK9I. AK9I will not release records, transcripts, or personal data to any unauthorized entity without the written permission to do so from the student. All lawful requests will be honored.

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.
- After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.
- However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest.
    - Other schools to which a student is transferring.
    - Specified officials for audit or evaluation purposes.
    - Appropriate parties in connection with financial aid to a student.
    - Organizations conduct certain studies for or on behalf of the school.

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- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Conduct and Conditions for Dismissal

The importance of professional student conduct cannot be emphasized enough; the prospective graduate must show good judgment and control at all times. This is a primary evaluation factor on a daily basis; proper conduct and deportment is what discriminates professionals from adventurers**.**

The basic rules for maintaining the conduct expected at AK9I include:

- Compliance with all public laws and regulations
- Safety awareness
- Humane treatment of the working dogs
- Self-control and application of effort toward a goal
- Respect for others and property.

Students are expected to dress appropriately for the training course; a recommended list of desirable clothing items will be provided prior to class start. The emphasis will be on safety and proper protection of the elements and environment.

Students are expected to carry themselves professionally and to constantly remind themselves they must maintain a positive and controlled professional image at all times, which will be emphasized by the class Instructor.

Students will be dismissed for the following violations or misconduct:

- Assault upon any Instructor, staff member or student.
- Physical abuse or neglect of assigned canine(s).

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- Theft of school property.
- Tampering with security cameras or other security devices
- Sexual, racial, or religious harassment or slurs
- ***Students may be dismissed for the following violations or misconduct***:
- Disrespect to any instructor, staff member or student.
- **Failure to follow safety regulations, especially around high explosives.**
- Horseplay, misconduct and/or failure to behave in an orderly, professional, and law-abiding manner, which includes, but is not limited to:
    - the use of illegal drugs and alcohol during school hours, on school property or at off-site training areas
    - dishonesty
    - disrupting training events
    - excessive tardiness
    - insubordination
    - not abiding by published school rules dealing with standards for personal behavior while enrolled.

If, after the conclusion of any investigation conducted by AK9I with regard to a perceived violation, a student is found guilty of such violation, he or she will not be allowed to appeal and will be dismissed from the school with prejudice. In the event of violations of the law, the local authorities will be called in to handle the situation. Refunds for unused tuition will be provided to individuals in accordance with policies stated in this student catalog.

Attendance

Students are expected to be on time and attend all scheduled classes, which will also include night training. Tardiness is defined as showing up more than 10 minutes late for the beginning of a classroom or practical event. The tardiness of one individual affects the entire class tenor and will be strongly and actively discouraged. *Tardiness without a legitimate reason on more than three different occasions will be considered one unexcused absence*.

Attendance will be documented on AK9I Form S0013 which will be maintained in the student records.

Students will be informed, on a weekly basis, of their progress in meeting the standards of attendance by the instructor.

An excused absence is one that simply could not be avoided by a person exercising good judgment, such as illness. However, excused absences are still classified as an absence and are included in the overall attendance calculation.

Full or partial day absences are recorded the same. Students will be counseled by the class Instructor upon their return from an absence and will be required to make up work and catch up

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with the rest of the class by the end of the affected class week.

Documentation of the reason for an excused absence is required for a student returning to class after such an absence.

All class work missed by a student must be made up prior to a student's final evaluation, with graduation and certification on a schedule that will be determined by the class Instructor.

Early departures are authorized if a student has achieved the 90% minimum attendance hours for the specific program.

Any student who misses 5 consecutive unexcused days will be automatically withdrawn.

Re-admittance

- A student who has voluntarily dropped out of a training course may be re-admitted within one year by successfully completing a personal interview with the school's Administrator and paying all fees due at the time of re-admission. Program requirements at the time of readmission shall be applicable.
- Any student who was academically dismissed may be re-admitted within one year by successfully completing a personal interview with the school's Administrator and paying all fees due at the time of re-admission.
- Program requirements at the time of re-admission shall be applicable.
- Any student who was terminated for misconduct (See "Student Conduct") shall not be readmitted.

Leave of Absence

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.

2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.

3.The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

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5. Leave of Absence requests must be approved by the School Administrator.

6. The student will not be assessed any additional charges as a result of the leave of absence.

7. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.

8. A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

Tuition, Fees, and Refunds

Schedule of Fees
The following table illustrates our tuition costs for attendance at a training course.

Program Description	Course Hours	Tuition (** NOTE BELOW)
AK9I-005 Patrol Detector Dog Handler	320	$22,700.00
AK9I-006 Patrol Detector Dog Trainer	480	$27,500.00
AK9I-010 Law Enforcement Patrol Detector Dog Handler	240	$21,600.00
***AK9I-011 Static Mobile Detector Dog Handler	320	$22,700.00
***AK9I-012 Pet Dog Trainer	480	$20,700.00
***AK9I-013 Detector Dog Trainer	480	$27,500.00

***NOTE: A non-refundable application fee of $100 and a $70 weekly dormitory fee for the provision of general supplies, maintenance and cleaning are charged directly to the student.**

****NOTE: Canine and equipment provided by AK9I**

*****NOTE: These courses have not yet been approved by the State Approving Agency on behalf of the Veterans Affairs**

Canine
Based on in-stock availability, students may choose from the following breeds: Belgian Malinois, Dutch Shepherd, German Shepherd, or Labrador Retriever

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Canine Equipment

The following basic canine and training equipment will be provided:

Equipment Gear Bag	Self-Cleaning Slicker Brush	Training Manual
Leather 6' Lead	Treat Pouch	Training Forms
Nylon Tracking Lead 33' L	AK9I cap	Student Handbook
ASAT Collar 20”, 1 ¼” Wide	Short or Long-sleeved T-shirt	Student Forms
Two Gappay Balls on String		

Financial Assistance and Payment Programs

- American K-9 Interdiction, LLC. ™ (AK9I™) is proud to announce that they have partnered up with Fortify Education, a comprehensive lending company focused on solutions for student loans. The prerequisite for approval is a minimum of $7,500. due prior to the beginning of class to AK9I™. The monthly payments for the Fortify Education loan start 30 days after class begins.
- Example: Student opts to attend the 13-week course which costs a total of $25,900. . Student provides a minimum downpayment of $7,500 to AK9I™. They get approved for the max amount of $18,400 from Fortify Education at a maximum repayment term of 90 months, so that satisfies the dollar amount needed to begin classes.
- The Fortify Education platform will offer educational financing to qualified students enrolled in the approved programs and have the flexibility of choosing from multiple repayment options that each have a post-course completion grace period.
- For more information visit https://apply.fortifyedu.com/ak9i

Cancellation and Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Program Cancellation: If AK9I cancels a program subsequent to a student’s enrollment, we will refund all monies paid by the student.

Cancellation Prior to the Start of Class or No Show: If an accepted applicant cancels prior to the start of scheduled classes or never attends class (no-show), the student is due a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a refund of all monies paid.

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Other Cancellations: An Applicant requesting cancellation more than three (3) days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid.

Withdrawal Procedure:

A. A student choosing to withdraw from the school after the commencement of classes is to provide notice to the School Administrator. The notice must include the expected last date of attendance and be signed and dated by the student.
B. If *special circumstances* arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave period beginning and ending. The student will confer with the School Administrator to determine a re-convene date, if possible. If no rescheduling arrangements can be made, the official withdrawal date will be the date the student departs for a leave of absence.
C. A student will be determined to be withdrawn from the school if the student misses 5 consecutive instructional days and all of the days are unexcused.
D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

Refunds:

a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus an administrative fee associated with withdrawal or termination not to exceed $100.

d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

e. When calculating a refund, the percentage of tuition retained by AK9I will be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

Refund Computation Example

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- The student enrolled in a 13-week program, starting on January 7th, and scheduled to be completed on April 4th.
- There are two periods of financial obligation of 6.5 weeks each.
- The total tuition is $22,950. Tuition for each period is $11,475.
- The last date of attendance (LDA) for the student is January 22nd.
- The date of determination is January 30th.

Number of weeks student attended 3 weeks = 46.2%
Number of weeks financially obligated 6.5 weeks.

Pro rata portion completed based on 3 weeks	= 46.2%
46.2% of $11,475 tuition	= $5296.15 (earned tuition)
10% of unearned tuition ($11,475-$5,296.15 = $6178.85 unearned)	= $617.89
Owed to institution	= $5,914.04
Student payment	= $11,475
Refunded to student by March 6th	= $5,560.96

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

3. If a student provides advanced notice of withdrawal such that the 45-day window for the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

Cancellation, refund, and withdrawal definitions:

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."

No Show: A student who never attends class at the institution after enrolling and does not inform the institution.

Withdrawal: A student who attends at least one class at the institution but does not complete his/her program.

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Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.

Last Date of Attendance (LDA): The final date the student attends class. Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

Cancellation and Refund Policy for Veterans or Eligible Persons

AK9I has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.
AK9I may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges (**See sample refund chart below**).

Where the established registration fee is more than $10.00, the amount in excess of $10.00 will be subject to proration. This shall supersede any other school policies (for veterans) indicated in school publications.

AK9I agrees to notify each veteran (whose enrollment is certified to the Department of Veteran Affairs) of the student's right to the above refund policy. **This refund policy is listed in both the AK9I Enrollment Contract /Agreement and Student Catalog.**

Example Refund Chart

Percent of Program Hours Completed	Percentage of Refund Owed
10	90%
20	80%
30	70%
40	60%
50	50%
60	40%
70	30%
80	20%
90	10%
100	0%

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Delinquent Tuition Collections

The following procedure is followed by AK9I to collect a delinquent student debt:

- The student is contacted by email to advise them their debt is now delinquent.
- A reminder email is sent 7 days later if no response is received.
- After an additional seven days a phone call is made to their contact telephone number.
- If there is no answer, a voicemail is left advising the student they have a delinquent debt, and that collections action will be taken if there is no response.
- After another 7 days a certified letter is sent to their address of record advising that their account will be placed in collections and legal action will be taken. This letter is also sent as an attachment to another email. The student is given 14 days to respond.
- A follow up certified letter will be sent after the 14 days has expired.
- If no response is received from the student a final letter will be sent via certified mail advising them that their account is now in collection and legal action will be taken. They are given another 14 days to respond.
- If no response is received, documentation is sent to our Corporate Attorney who will file a "Warrant in Debt" with Isle of Wight County.
- Subsequent to the "Warrant in Debt" being issued, the AK9I attorney will file a lien against the student.

Career Advisement

AK9I offers students career advisement; however, we do not provide nor guarantee career placement upon graduation.

Assessment and Graduation

To ensure our students have successful training outcomes, we utilize direct observation of the practical skills required of graduates as well as qualitative evaluations based on criterion referenced testing. The assessment tools we use to accomplish this are grading scales, performance demonstrations, tests, and reflection. Our tests are a combination of essay and standard (T/F, multiple choice) so that we can assess critical thinking. All of the practical demonstrations require decision making regarding the dog, the situation, and the outcome.

Academic support services are available to those students requiring them. Such services may include after-hours remedial instruction, assistance with research, or additional practical exercise training.

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Graduation Requirements
Students must maintain a "C" grade throughout the course, have completed the total number of required hours (90% attendance) and pass a final examination at the end of the course in order to receive a certificate of completion. The final examination consists of a combination of written and practical parts. Should the student fail to pass either part, they will be given an opportunity to take a refresher course in the area of deficiency and subsequently be allowed to retake the final examination at no extra cost. The duration of the refresher course will be determined by the instructor but shall be no longer than three contiguous days.
If a second failure is experienced, the student will be required to (re)take the full course and pay the appropriate tuition and fees for the second course.

The final grade is based upon the critical evaluation of student practical performance, written tests, and weekly evaluations at the end of the course taken. A successful student, along with their own or an assigned training canine, must pass a performance evaluation in accordance with established certification standards. (Students will be provided with a copy of the appropriate certification standards on their first day of class.) Upon successful completion of the course, students will receive their Certificate of Course Completion.

CERTIFICATION STANDARDS

All certifications will be carried out in accordance with the American K-9 Interdiction Certification Standards. Students are provided a copy of the certification standards in their document packet.

Program Curriculum

Notice to students taking the Patrol-Detector Dog Handler and the Patrol-Detector Dog Trainer courses: On occasion, working dogs can become ill, injured, or exhibit a diminished hunt or fight drive. Should this occur, a replacement working dog may be issued to the student. The detector dog training (odor imprinting and shaping of the final response) is the most time consuming and critical aspect of the training course. Depending upon how far along in the training pipeline the student may be training hours may need to be taken from the less critical tasks of Patrol Dog Training and Conditioning and Obedience in order to bring the detector dog up to certification standards.

All AK9I Detector Dog Programs are Virginia Department of Criminal Justice System (DCJS) approved for 04E – Detector Canine Handler and 04I - Detector Dog retraining.

Educational Objectives
The educational objectives of our K-9 training programs are as follows: The successful student will demonstrate the ability to train to a level of certification (in accordance with established AK9I standards) a single or dual-purpose canine that would normally be deployed in a security,

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law enforcement, military, or UN peacekeeping mission environment. After such training, the dog, and the qualified handler (the "Team") would be able to demonstrate the capability to detect target odors (explosives or narcotics) and/or the ability to aggressively pursue and subdue targeted individuals (dual purpose only) and/or the ability to provide an effective deterrent and a protective canine presence. The successful student will be able to take a "green dog" (a new, untrained dog) and systematically apply the Principles of Conditioning and conduct repetitive cycles of practical exercises in accordance with a K9 Training Plan, culminating in the successful evaluation of the K9 in a structured test of the dog's skills. The Detector Dog Handler/Trainer will also be able to take full oversight responsibility for the health of the dog being used as a training aid, be able to maintain a dog's health records and health status, properly kennel and transport a dog in a variety of transportation modes and maintain all training and conditioning records. There are no prerequisites for course attendance.

The courses offered by AK9I are currently limited to the following:

Note: The maximum student/teacher ratio is normally 7:1

Program Title: AK9ITA-005, PATROL DETECTOR DOG HANDLER

This eight-week course teaches the student how to successfully be a detector dog handler for a variety of disciplines to include but not limited to explosives, firearms, narcotics, or bedbugs. This course also teaches the student how to handle a dog trained for patrol applications. The successful graduate can then work for a wide range of employers in either the private or government sector. Examples of this can be an explosives detector dog handler for the NFL or NBA venues, a firearms detector dog handler for public schools, a patrol dog handler for a law enforcement agency, or a bedbug detector dog handler for a pest control company.

	AREA OF TRAINING	HOURS
A	Academics: Orientation, canine safety, canine health care and grooming, canine kenneling and transportation, Principles of Conditioning, olfactory system, explosives and narcotics safety, storage, and transportation. This segment of the course is designed to teach students safety practices in and around the kennels and safe handling and transportation of explosives and narcotics. Students are introduced to Operant conditioning (reward schedules) and Classical conditioning (pairing of unconditioned and conditioned stimuli) escape training, the canine sensory spectrum and titration levels. Academic hours also account for weekly evaluations with the students and graduation.	58
B	Obedience: Application of Principles of Conditioning (reward schedules, fixed and variable ratios and intervals) for the commands of "sit, stay, down, heel and come" walking in the heel position and obstacle agility course. Utilizing Operant Conditioning methods, student is taught to condition the dogs to	36

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	respond to basic verbal and hand commands and navigate the obstacle course using positive reinforcement methods.	
C	Detector Dog Search Procedures: canine odor recognition protocol (4-hole variable, odor wall), practical application of detector dog handling search pattern and search procedures in buildings, vehicles, warehouses, stadiums offices, open areas, parcels, luggage, and bomb threat response protocols. Using operant conditioning methods, students are taught to condition a "green" dog to detect and passively respond to target odors in different environments. Cleaning and sanitation of training areas and equipment is included in Detector Dog Search Procedures.	100
D	Detector Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will certify with their dog by demonstrating their dog's ability to detect and respond with a passive response to the target odors. Students will also be able to identify their dog's behavioral change when the dog is in the scent cone and working to source.	16
E	Patrol Dog Training and Conditioning: Bite work, grip development, decoy mechanics and development, single-person pursuit and apprehension, apprehension from a vehicle, vehicle extractions (Law Enforcement only), handler protection, recalls and outs, tracking and trailing. Utilizing Operant Conditioning methods, students will condition their dogs to pursue, bite, and hold a decoy under a multitude of conditions, locations, and stimuli.	94
F	Patrol Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will demonstrate their dog's ability to pursue, bite, hold and guard a decoy with and without gunfire under a multitude of conditions, locations, and stimuli.	16
	TOTAL LECTURE HOURS	**58**
	TOTAL LAB HOURS	**262**
	TOTAL HOURS	**320**
	TOTAL WEEKS	**8**

Program Title: AK9ITA-006, PATROL DETECTOR DOG TRAINER

This twelve-week course teaches students how to become successful dog handlers and/or dog trainers across various disciplines, including but not limited to explosives, firearms, narcotics, and patrol applications. The course also teaches students how to properly train and condition dogs to achieve specific, desired behaviors. Upon graduation, students will be equipped to work for a wide range of employers in both the private and government sectors. Examples of potential roles include kennel master or lead K-9 handler, explosives detector dog handler for NFL or NBA venues, firearms detector dog handler for public schools, dual-purpose patrol explosives/narcotics detector dog handler for law enforcement agencies, dog obedience trainer for private companies or self-employment, or K-9 trainer specializing in odor detection or patrol applications.

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	AREA OF TRAINING	HOURS
A	Academics: Orientation, canine safety, canine health care and grooming, canine kenneling and transportation, Principles of Conditioning, olfactory system, explosives and narcotics safety, storage, and transportation. This segment of the course is designed to teach students safety practices in and around the kennels and safe handling and transportation of explosives and narcotics. Students are introduced to Operant conditioning (reward schedules) and Classical conditioning (pairing of unconditioned and conditioned stimuli) escape training, the canine sensory spectrum and titration levels. Academic hours also account for weekly evaluations with the students and graduation.	72
B	Obedience: Application of Principles of Conditioning (reward schedules, fixed and variable ratios and intervals) for the commands of "sit, stay, down, heel and come" (all commands are given off-leash) and obstacle agility course (on-leash and off-leash), long downs, window entries, tactical movements (Law Enforcement only). Utilizing Operant Conditioning methods, student is taught to condition the dogs to respond to verbal and hand commands and navigate the obstacle course using positive reinforcement methods.	30
C	Detector Dog Search Procedures: canine odor recognition protocol (4-hole variable, odor wall), Vapor Pressure (the scent cone), factors affecting the scent cone, e.g., wind, humidity ambient temperature, convection and terrain, advanced application of detector dog handling search patterns and search procedures in buildings, vehicles, warehouses, stadiums offices, open areas, theatres, parcels, luggage, and bomb threat response protocols. Off-leash distance casting and control. Using operant conditioning methods, students are taught to condition a "green" dog to detect and passively respond to target odors in different environments. Students are also taught how to overcome cognitive dissonance utilizing advanced techniques for behavior shaping and modification as well as receiving Instructor Development and K9 selection training. Cleaning and sanitation of training areas and equipment is included in Detector Dog Search Procedures.	208
D	Detector Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will certify with their dog by demonstrating their dog's ability to detect and respond with a passive response to the target odors. Students will also be able to identify their dog's behavioral change when the dog is in the scent cone and working to source.	16
E	Patrol Dog Training and Conditioning: Overview of bite work, grip development, pursuit and apprehension, gunfire stimuli, canine team selection (how to evaluate both the dog and handler), animal behavior	110

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	(physiological and psychological factors), kenneling, training operations and situational problem-solving, tracking and trailing with multiple turns and cross-tracks. Door breaching with and without flash bangs (Law Enforcement only). Utilizing Operant Conditioning methods, students will condition their dogs to pursue, bite, hold and guard a decoy under a multitude of conditions, locations, and stimuli.	
F	Development of a Green Dog: Develop "green" dog search pattern, ball drive, hunt drive and ability (both indoor and outdoor). Students will work multiple green dogs from AK9I kennels and rescues (when available). Students will learn problem solving through environmental factors using the operant conditioning methods previously learned in the course.	36
G	Patrol Dog Certification: Final certification of detector dog team in real world environments using American K-9 Interdiction Certification Standards. Students will demonstrate their dog's ability to pursue, bite, hold and guard a decoy with and without gunfire under a multitude of conditions, locations, and stimuli.	8
	TOTAL LECTURE HOURS	**72**
	TOTAL LAB HOURS	**408**
	TOTAL HOURS	**480**
	TOTAL WEEKS	**12**

Program Title: AK9ITA-010, LAW ENFORCEMENT PATROL DETECTOR DOG HANDLER

This six-week course teaches the student how to successfully be a detector dog handler or a patrol dog handler for a variety of disciplines to include but not limited to explosives, firearms, or narcotics for a law enforcement agency, fire department, or other government entity. Examples of this can be an explosives detector dog handler for a local fire department bomb squad, an arson detector dog for a fire department, or a patrol/ narcotics detector dog handler for a law enforcement agency.

	AREA OF TRAINING	**HOURS**	
A	Academics: Orientation, canine safety, canine health care and grooming, canine kenneling and transportation, Principles of Conditioning, olfactory system, explosives and narcotics safety, storage, and transportation. This segment of the course is designed to teach students safety practices in and around the kennels and safe handling and transportation of explosives and narcotics. Students are introduced to Operant Conditioning (reward schedules) and Classical Conditioning (pairing of unconditioned and conditioned stimuli) escape training, the canine sensory spectrum and titration levels. Students will be provided case law with a breakdown in a multitude of areas (Use of Force, Maintenance Training, K9 application, etc.) Academic hours also account for weekly evaluations with the students and graduation.	Single 50	Dual 50

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		Single	Dual
B	Obedience: Application of Principles of Conditioning (reward schedules, fixed and variable ratios and intervals) for the commands of "sit, stay, down, heel and come" walking in the heel position and obstacle agility course. Utilizing Operant Conditioning methods, student is taught to condition the dogs to respond to basic verbal and hand commands and navigate the obstacle course using positive reinforcement methods.	16	16
C	Detector Dog Search Procedures: canine odor recognition protocol (4-hole variable, odor wall), practical application of detector dog handling search pattern and search procedures in buildings, vehicles, warehouses, stadiums offices, open areas, parcels, luggage, and bomb threat response protocols. Using operant conditioning methods, students are taught to condition a dog to detect and passively respond to target odors in different environments. Cleaning and sanitation of training areas and equipment is included in Detector Dog Search Procedures.	146	63
D	Detector Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will certify with their dog by demonstrating their dog's ability to detect and respond with a passive response to the target odors. Students will also be able to identify their dog's behavioral change when the dog is in the scent cone and working to source.	16	16
E	Patrol Dog Training and Conditioning: The primary purpose of this course of instruction is to prepare canine teams for integration into the real-world operations of law enforcement as a less-lethal option. Bite work, grip development, decoy mechanics and development, single pursuit apprehension, apprehension from a vehicle (bailouts), vehicle extractions, handler protection, prisoner escorts, recalls and outs, tracking and trailing, building search, and working "in the stack." Utilizing Operant Conditioning methods, students will condition their dogs to pursue, bite, hold and guard a decoy under a multitude of conditions, locations, and stimuli.	0	67
F	Patrol Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will demonstrate their dog's ability to pursue, bite, hold and guard a decoy under a multitude of conditions, locations, and stimuli.	0	16
	TOTAL LECTURE HOURS	**50**	
	TOTAL LAB HOURS	**190**	
	TOTAL HOURS	**240**	
	TOTAL WEEKS	**6**	

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Program Title: AK9ITA-011, STATIC MOBILE DETECTOR DOG HANDLER

This eight-week course teaches the student how to successfully be a detector dog handler for a variety of disciplines to include but not limited to explosives, firearms, narcotics, or bedbugs. The successful graduate can then work for a wide range of employers in either the private or government sector. Examples of this can be an explosives detector dog handler for the NFL or NBA venues, a firearms detector dog handler for public schools, or a bedbug detector dog handler for a pest control company.

	AREA OF TRAINING	HOURS
A	Academics: Orientation, canine safety, canine health care and grooming, canine kenneling and transportation, Principles of Conditioning, olfactory system, explosives and narcotics safety, storage, and transportation. This segment of the course is designed to teach students safety practices in and around the kennels and safe handling and transportation of explosives and narcotics. Students are introduced to Operant conditioning (reward schedules) and Classical conditioning (pairing of unconditioned and conditioned stimuli) escape training, the canine sensory spectrum and titration levels. Academic hours also account for weekly evaluations with the students and graduation.	60
B	Obedience: Application of Principles of Conditioning (reward schedules, fixed and variable ratios and intervals) for the commands of “sit, stay, down, heel and come” walking in the heel position and obstacle agility course. Utilizing Operant Conditioning methods, students are taught to condition the dogs to respond to basic verbal and hand commands and navigate the obstacle course using positive reinforcement methods.	40
C	Detector Dog Search Procedures: Canine odor recognition protocol (4-hole variable, odor wall), practical application of detector dog handling search pattern and search procedures in buildings, vehicles, warehouses, stadiums offices, open areas, parcels, luggage, and bomb threat response protocols. Students will also learn how to deploy their canines in mobile odor. Using operant conditioning methods, students are taught to condition a dog to detect and passively respond to target odors in different environments. Cleaning and sanitation of training areas and equipment is included in Detector Dog Search Procedures.	194
D	Detector Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will certify with their dog by demonstrating their dog’s ability to detect and respond with a passive response to the target odors. Students will also be able to identify their dog’s behavioral change when the dog is in the scent cone and working to source.	16

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E	Professional Development: Student will receive a course on professional etiquette and client interaction while being deployed operationally or on a contract. The student will learn what is acceptable and what is not. IE letting clients pet their dog, stating what odors their dog is trained on. Etc.	10
	TOTAL LECTURE HOURS	**70**
	TOTAL LAB HOURS	**250**
	TOTAL HOURS	**320**
	TOTAL WEEKS	**8**

Program Title: AK9ITA-012, Pet Dog Trainer

This 12-week course teaches the student how to become a successful pet dog trainer, capable of working with a variety of breeds and behaviors. The successful graduate will be equipped to train pet dogs in private or in a group setting. They can pursue a career with established organizations such as board and train companies, animal shelters, or even start their own company. Examples of some roles include working as an in-home dog trainer, trainer for group obedience at pet stores, or as a dog trainer and behavior consultant for rescue shelters.

	AREA OF TRAINING	**HOURS**
A	Academics: Orientation, canine safety, canine health care and grooming, CPR, canine kenneling and transportation, modern training principles, principles of conditioning, reward schedules, communication practices, socialization and exposure, canine developmental stages, off-leash training principle and techniques, training tools and equipment, and various disciples of dog training. This segment of the course is designed to teach students proper canine care and handling to be utilized through the duration of the course. Academic hours also account for weekly evaluations with students and graduation.	140
B	Obedience: Application of principles of conditioning (reward schedules, fixed and variable ratios and intervals) for various commands. Utilization of verbal and non-verbal ratios and intervals) for various commands. Utilization of verbal and non-verbal communication markers to teach and proof all commands. Students will test their knowledge in various environments on and off site to include leash training, 3-D's of dog training (Duration, Distance, Distractions), chaining behavior, location specific markers (LCMs), targeting, and application of all applicable tools and equipment. Utilizing operant conditioning methods, students are taught to condition the dogs to respond to basic verbal and hand commands and navigate the training course using positive reinforcement techniques.	114
C	Behavior Modification: Introduction to canine behavior, basic canine emotional states (blue-ribbon emotions: seeking, rage, fear, panic, lust, care/ nurturing, play), threshold training principles and techniques,	118

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	behavioral diagnosis, addressing and reducing cortisol levels, implementing alternative behaviors, and counter-conditioning procedures, and primary factors of social pressure. Students will utilize understanding of canine behavior and body language to diagnose behavioral problems and implement training techniques to mitigate, reduce, or eliminate unwanted behavior.	
D	Business Essentials: Introduction to business practices, business structures, website development, creating and utilizing business plan, budgeting practices, branding and marketing training program development, program pricing, lead generation and tracking, establishing workflows, standard operation procedures, client communications, and conducting assessments. Students will develop all the necessary skills to begin their own	84
E	Working Dog Training: Introduction to the working dog. Students will be introduced to different areas of working dog training. This includes detection, tracking, and K9 Apprehension.	24
	TOTAL LECTURE HOURS	**140**
	TOTAL LAB HOURS	**340**
	TOTAL HOURS	**480**
	TOTAL WEEKS	**12**

Program Title: AK9ITA-013, Detector Dog Trainer

This twelve-week course teaches students how to become successful dog handlers and/or dog trainers across various disciplines, including but not limited to explosives, firearms, and narcotics applications. The course also teaches students how to properly train and condition dogs to achieve specific, desired behaviors. Upon graduation, students will be equipped to work for a wide range of employers in both the private and government sectors. Examples of potential roles include kennel care or K-9 handler, explosives detector dog handler for NFL or NBA venues, firearms detector dog handler for public schools, single-purpose patrol explosives/narcotics dog handler for law enforcement agencies, dog obedience trainer for private companies or self-employment, or K-9 trainer specializing in odor detection.

	AREA OF TRAINING	**HOURS**
A	Academics: Orientation, canine safety, canine health care and grooming, canine kenneling and transportation, Principles of Conditioning, olfactory system, explosives and narcotics safety, storage, and transportation. This segment of the course is designed to teach students safety practices in and around the kennels and safe handling and transportation of explosives and narcotics. Students are introduced to Operant conditioning (reward schedules) and Classical conditioning (pairing of unconditioned and conditioned stimuli) escape training, the canine sensory spectrum and titration levels. Academic hours also account for weekly evaluations with the students and graduation.	72

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B	Obedience: Application of Principles of Conditioning (reward schedules, fixed and variable ratios and intervals) for the commands of "sit, stay, down, heel and come" (all commands are given off-leash) and obstacle agility course (on-leash and off-leash), long downs, window entries, tactical movements (Law Enforcement only). Utilizing Operant Conditioning methods, students are taught to condition the dogs to respond to verbal and hand commands and navigate the obstacle course using positive reinforcement methods.	30
C	Detector Dog Search Procedures: canine odor recognition protocol (4-hole variable, odor wall), Vapor Pressure (the scent cone), factors affecting the scent cone, e.g., wind, humidity ambient temperature, convection and terrain, application of detector dog handling search patterns and search procedures in buildings, vehicles, warehouses, stadiums offices, open areas, theatres, parcels, luggage, and bomb threat response protocols. Students will also be taught advanced applications of detector dog search patterns and search procedures in mobile odor, person born improvised odors, and cargo. Off-leash distance casting and control. Using operant conditioning methods, students are taught to condition a "green" dog to detect and passively respond to target odors in different environments. Students are also taught how to overcome cognitive dissonance utilizing advanced techniques for behavior shaping and modification as well as receiving Instructor Development and K9 selection training. Cleaning and sanitation of training areas and equipment is included in Detector Dog Search Procedures.	318
D	Detector Dog Certification: Final certification of detector dog team in real-world environments using American K-9 Interdiction Certification Standards. Students will certify with their dog by demonstrating their dog's ability to detect and respond with a passive response to the target odors. Students will also be able to identify their dog's behavioral change when the dog is in the scent cone and working to source.	24
F	Development of a Green Dog: Develop "green" dog search pattern, ball drive, hunt drive and ability (both indoor and outdoor). Students will work multiple green dogs from AK9I kennels and rescues (when available). Students will learn problem solving through environmental factors using the operant conditioning methods previously learned in the course.	36
	TOTAL LECTURE HOURS	**72**
	TOTAL LAB HOURS	**408**
	TOTAL HOURS	**480**
	TOTAL WEEKS	**12**

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