

# Application for accreditation for continuing training in animal-supported interventions (therapy, pedagogy, coaching and/or support measures)

Accreditation (new application)

Re-Accreditation (following application)

Name of the institution:

Address of the institution:

Tel. (+ country code):

Fax (+ country code):

Homepage:

E-Mail:

Name of the training program to be assessed:

Date on which the program was/will be carried out for the first time:

Name of the applicant:

Position within the institution:

Personal e-mail address:

E-Mail address of the responsible person for the application:

The signature confirms that

- the information in the re-/accreditation application, which is submitted electronically as a PDF file, is correct, complete, and up to date. It has to **contain all facts of the guilty ISAAT framework curriculum for Full Programs and has to be structured in relation to the following checklist.**
- the applicant officially represents the institution and the continuing education program.
- the applicant accepts the ISAAT accreditation terms and conditions, privacy policy and general terms and conditions.

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature

Please **enclose all documents completely** as a **PDF file** and structure it in relation to the following checklist. All facts of the guilty framework curriculum for Full Programs have to be involved. Further notice that associated website contents will also be checked.

- Please prepare your documents according to this checklist! -

**General information**

training provider	<p>Clear description of the organizational structure</p> <p>Concrete designation of the provider of the specialized training</p> <p>Associations: extract from the register of associations, number of members of the association.</p> <p>company: Extract from the commercial register, qualification of the responsible person/s</p> <p>other forms of organization: concrete description, qualification of the responsible person/s</p>
Person responsible	<p>First names, surnames of the topic related director(s) of the specific training</p> <p>ISAAT criteria are:</p> <ul style="list-style-type: none"> <li>- The professional leader(s) must have pedagogical, therapeutic or medical training.</li> <li>- In addition, depending on the type of continuing training to be accredited, proof of specialist training as a specialist for animal-supported therapy and/or riding therapist / riding instructor must be provided.</li> <li>- Two specialist directors (inside) can also provide evidence of one of the above qualifications.</li> </ul> <p>If there are no corresponding continuing training courses in your country, please provide evidence of corresponding / equivalent continuing training / experience</p>

Premises and technical equipment	Description/listing of the location and technical equipment to be attached: - photos - Rental agreement - Plans - Description of the technical equipment
Information on professional training	proof of information material available to interested parties.  Proof of how the specialist training is advertised / intended to be advertised on the Internet or through printed media.

### **Conditions for participation in the training**

What academic or professional requirements are necessary to be accepted into your continuing education program?	Description of the procedure and criteria for admission to the training  The ISAAT criteria are - Academic degree (at least Bachelor) with pedagogical, therapeutic, nursing or medical qualification. <u>or</u> - Completed vocational training in a corresponding occupational field and - Experience in working with at least one pet <u>or</u> - participants even without the relevant academic or professional qualifications if they have o Corresponding life performance o Motivation o Experience in social or therapeutic work (From this group of people, a maximum of 10% of the total number of participants can be admitted)
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**Qualification of the lecturers**

<p>What qualifications do your lecturers have?</p>	<p>must be attached to the application:</p> <ul style="list-style-type: none"> <li>- CVs of all lecturers with relevant professional experience and/or experience in AAI</li> <li>- Final certificate of all lecturers</li> <li>- Certificates of professional qualification of all lecturers</li> </ul> <p>criteria of ISAAT are:</p> <ul style="list-style-type: none"> <li>- The qualification must be adequate for the subject taught, with at least one master's degree / state examination or equivalent professional training in the subject area taught</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>- Comparable professional qualifications and sufficient professional experience</li> </ul>
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**Structure of the professional training/curriculum**

<p>Total teaching units (TU) (The scope of the individual courses is given in academic units, whereby one academic hour corresponds to 45 minutes)</p>	<p>The specialist training must comprise a <b>total of 600 teaching units</b> (TU). This includes attendance and self-study times. <b>Attach a detailed description</b> of the structure of your further education (lectures, seminars, literature work, practical exercises/excursions, internships, etc).</p>
<p>Time scope</p>	<p>Proof of the time scale criteria of ISAAT are:</p> <ul style="list-style-type: none"> <li>- At least 300 TU of compulsory courses from this <b>at least 225 TU</b> of which are <b>attendance events</b>,</li> <li>- <b>75 TU</b> can be considered as <b>self-study periods</b>.</li> <li>- <b>80 TU of practical training / intervention</b>, of which 60 units can be a practical project</li> <li>- <b>30 TU Free forms of teaching and learning</b>, e.g. extension of the internship or in-depth content beyond the compulsory content</li> <li>- <b>80 TU Final thesis</b></li> <li>- <b>45 TU without concrete guidelines</b></li> </ul>
<p>Learning Objectives</p>	<p>Proof of defined learning / teaching goals</p> <ul style="list-style-type: none"> <li>- Detailed description of the learning objectives. Which knowledge, which competences, which skills should the participants finally have?</li> <li>- Please note the guilty ISAAT framework curriculum!</li> </ul>
<p>Training materials</p>	<p>Training materials (e.g. scripts, teaching and learning materials, etc.)</p>
<p>Self-study time</p>	<p>Documentation of the learning materials used for the self-study period.</p>

Teaching and learning methods	Presentation of the teaching and learning methods used
Curriculum	Detailed seminar plan/curriculum with indication of teaching times, contents and lecturers.  ISAAT Criteria: - The qualifications of the lecturers must be adequate for the topic taught. - The contents must correspond to the framework curriculum.

### **Performance records**

Specification of the required proof of performance	Enclose a detailed description of which performance certificates are required.  Proofs of performance include - active participation in the compulsory courses, - the exams, - the completion of the internship and - the scientifically based final thesis.
Active participation in the compulsory courses	Proof of how attendance at the compulsory courses is documented.  ISAAT criteria: - Active participation must be proven by at least 80% attendance at the events.
Tests	Written examination regulations with - the number and type of tests carried out - the clef - Information on the persons entitled to examine or the composition of the examination board - Admission requirements for the examination, the possibilities of repetition  ISAAT criteria: - Various forms of examination can be used (e.g. oral examination, learning diary, portfolio). These must be documented in writing. - The examinations must cover the entire range of course content. - Examination board must be interdisciplinary

## **Practical work**

Internships	<p>The application shall be accompanied by</p> <ul style="list-style-type: none"><li>- List of internship positions</li><li>- Guidelines for completion of the internship</li><li>- Guidelines for documentation of the internship</li><li>- Templates for the documentation of the internship</li></ul> <p>ISAAT criteria:</p> <ul style="list-style-type: none"><li>- The practical work must comprise at least 80 units (animal assisted therapy/ intervention/ pedagogy)</li><li>- Report must be written</li></ul>
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## **Final Thesis**

Final Thesis Minimum 80 TU	<p>The application shall be accompanied by</p> <ul style="list-style-type: none"><li>- Instructions for the participants for writing the final thesis</li><li>- Criteria for evaluation of the thesis</li><li>- Reviewer for the final thesis</li></ul> <p>A list of the theses written so far must be submitted. (topics, authors) must be documented in writing, updated at least annually and submitted annually.</p> <p>ISAAT criteria:</p> <ul style="list-style-type: none"><li>- Scope: 80 TU</li><li>- Scientifically based thesis with integration of theoretical elements and professional expertise</li></ul>
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## **Certificate**

Training regulations / Conditions for awarding the certificate	<p>The application shall be accompanied by</p> <ul style="list-style-type: none"><li>- proof of training regulations/ rules for the award of the certificate</li><li>- Model of the certificate</li></ul> <p>ISAAT Criteria:</p> <ul style="list-style-type: none"><li>- The certificate must contain the following wording: "may use animals on the basis of his/her professional qualifications"</li></ul>
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## Quality assurance and evaluation

Measures for quality assurance and evaluation	The application shall be accompanied by - description of the quality assurance measures - Questionnaires used, etc.  ISAAT criteria: - Participation in the compulsory courses and internships must be documented. - A survey of participants must be conducted at least at the end of the professional training. - The topics and authors of the scientific papers must be documented. - It must be explained how current scientific findings are incorporated into the specialist training (e.g. by a scientific advisory board).
Data protection regulation	Proof of the existence of a privacy policy

## Expiry of re-/accreditation and further information related to Applying for full membership of ISAAT

- 1) the **signed application** as well as the expressly requested supporting materials (including PDFs of the scanned documents, file link with release) should be sent to the ISAAT secretary via email: [info@isaat.org](mailto:info@isaat.org) or to the responsible ISAAT Board Member [b.freimut@isaat.org](mailto:b.freimut@isaat.org)
- 2) the application will be processed only after the transfer of 1000,- € via international bank transfer to the following bank account of ISAAT

BGL BNP PARIBAS SA  
1, route d'Arlon L-7513 Mersch  
Name on the Acct: ISAAT (Zurich)  
IBAN No LU59 0030 1237 1574 0000  
SWIFT / BIC No. BGLLLULL

Note: for transfers from outside Europe, the OUR option must be selected. With this option the sender bears the costs for the transfer himself.

There will be no refund of the accreditation fees.

- 3) Upon receipt of the complete re-/accreditation application and payment of the accreditation fee, the review process will be initiated by ISAAT Board representatives. The representatives will review the application for formal completeness.
- 4) Upon completion of the formal review, the application is forwarded to two independent members of the

ISAAT Accreditation Board.

- 5) The processing time varies and can take from 3 to 6 months. **Applications for re-accreditation have to be received not later than 3 months before the end of the guilty accreditation period.**
- 6) If the board chairpersons or the independent accreditation board find any ambiguities or need further information, they will contact you.
- 7) The Accreditation Board will forward a recommendation for acceptance, acceptance under certain conditions or rejection to the ISAAT Board, which will make a decision accordingly.
- 8) This recognition is valid for 5 years. At the end of this period, re-accreditation will be required.
- 9) If the ISAAT Board approves the accreditation application, the institution becomes a full member of ISAAT at the same time and must then transfer the applicable membership fees to the above account.
- 10) The recommendation of the ISAAT Accreditation Board or the decision of the ISAAT Board is final and cannot be legally challenged. However, a new application may be submitted in accordance with the accreditation guidelines.
- 11) **Changes in curriculum or faculty must be reported to ISAAT** if they constitute permanent changes in the curriculum or if **temporary changes in subjects or faculty affect more than 15% of the classes**. A new application for accreditation could become necessary also before expiration of the accreditation period.
- 12) Full members of ISAAT may use the following text in their published materials (e.g., Web sites, course brochures) and on their certificates of completion: "The training has been accredited by the International Society for Animal Assisted Therapy. It is conducted according to the currently valid ISAAT standards."
- 13) The ISAAT logo according to the accreditation period can be used as described in the logo license contract.
- 14) At applications for re-accreditation the changes parts have to **be colour-coded** and a description of it **has to be added to the application**. Also changed documents have to be added to the application in attachment.