



TOM ROSE SCHOOL LLC.
— TRAINING CANINE PROFESSIONALS SINCE 1979 —

Graduating Professional Dog Trainers Since 1979

Revision Date: 02/19/2025

WWW.TOMROSE.COM

1-888-TOM-ROSE

6701 ANTIRE RD,

HIGH RIDGE, MO 63049

Table of Contents

Introduction	5
TRS History	5
TRS Objectives.....	5
TRS Instructional Methods	5
TRS Staff.....	7
TRS Student to Instructor Ratio	8
TRS Certification for Operation and Approvals	9
TRS Educational Board	9
School Location and Description	9
Instructional Training Resources	9
On-Campus Dormitories.....	10
Academic Calendar.....	10
TRS Programs.....	11
Professional Pet Trainer Program	11
Tuition	11
Program Description.....	11
Program Objective.....	11
Program Structure and Instructional Methods.....	11
Program Schedule.....	12
Program Content	12
Graduation Requirements.....	14
Practical Exams.....	14
Written Exams.....	15
Grading Methods... ..	15

Mid-term Reviews.....	15
Withdrawal Policy	15
Refund Policy.....	15
Master Dog Trainer Program.....	16
Tuition	16
Program Description.....	16
Program Objective.....	16
Program Structure and Instructional Methods.....	16
Program Schedule.....	17
Program Content	17
Graduation Requirements.....	21
Practical Exams.....	21
Written Exams.....	21
Grading Methods	21
Mid-term Reviews.....	21
Withdrawal Policy	22
Refund Policy.....	22
Practical Exams, Written Exams and Graduation Certificate	22
Practical Exams.....	22
Written Exams	23
Graduation Certificate	23
TRS Policies and Student Guidelines.....	24
Attendance Policy	24
Attendance Appeal Policy	24
Pandemic Guidelines Policy	25
Holiday Policy	25
Monthly Progress Policy.....	25
Student Records Policy	25

Transcript Policy	26
Transfer Credit Policy	26
Funding Options Policy.....	26
Missed Hours of Instruction Policy	27
TRS Grievance Policy... ..	27
Satisfactory Academic Policy... ..	27
Student Conduct Policy	28
When to Arrive on Campus.....	29
Dress Policy	29
Personal Pet Dogs.....	30
Dogs for Class	30
Care of Dogs and Vaccinations.....	30
Training Supplies and Equipment	30
Career Opportunities	32
Job Placement.....	32
Application Process	32
Billing of Tuition.....	32
Rolling Admissions and Policies	32
Cancellation Policy	33

Introduction

Welcome to The Tom Rose School, LLC!

Enclosed in this packet is everything you need to know about the programs we offer and answers to most of your questions regarding your decision to attend The Tom Rose School, LLC.

If you are a pet owner, someone wanting to become a certified dog trainer, or a dog trainer wanting to enhance your skills and learn the most up to date concepts and methodologies in dog training-we have a program for you.

TRS History

Since 1979, the Tom Rose School, LLC has certified dog trainers from all over the world. Our hands on programs are updated consistently to reflect the everchanging industry that is dog training, while still including the same core principles that Tom came up with 45 years ago that hold strong to this day. We pride ourselves on giving students the most up to date methodology and techniques available to dog trainers. Dog training is an art form and is not a one-size-fits-all career or hobby. Each dog and case in front of you brings its own valuable learning experience, and the *hands on* learning you get at TRS takes your learning to the next level.

TRS Objectives

The TRS objective is to prepare our students to understand and read dogs, how they think and learn, work with pet dogs, aggressive dogs, fearful dogs, police dogs, service dogs, dog sports and be able to compete at high levels in national trials, international trials and events. In addition, we teach our students how to start and operate their own successful dog training business and clientele interaction.

TRS Instructional Methods

TRS students learn through classroom lectures, power points, video presentations, demonstrations and extensive supervised hands-on training, students gain expert knowledge on how dogs think and learn, a variety of different training techniques, theories, and how and when to apply them.

About Our Founder

Tom Rose

Founder of the Tom Rose School, LLC, a professional dog trainer since 1968, Tom Rose is one of the top trainers in America. He has personally trained and supervised the training of well over 300 dogs a year for the past 55 years. He is the author of three books; “Training the Competitive Working Dog”, “Dogs That Love and Protect” and “Dog Training with the Touch”.

He is the first American Trainer to earn an advanced tracking degree with a perfect score of 100 points.

He was the first to coin the certification “Professional Dog Trainer”.

He was the first to import and promote the Belgian Malinois breed in the United States as a police K-9 in 1971.

Tom Rose has a long track record of wins at competitions. He had the highest scoring “trained by exhibitor” dog in IGP III in the National Championships in 1981, 1982, 1983 and 1984. He won the National Championship in IGP1 in 2003 and in IGP 2 in 2004 and he had the highest-scoring dog in the championship.

Tom Rose holds the highest score (298 points out of possible 300) ever earned by an American trainer in the history of the IGP sport.

Tom Rose is also the winner of the 1981 United States DVG IGP 3 Championship. He was honored to represent The German Shepherd Dog Club of America at the World Union Championship in Salzburg, Austria in 1982.

Tom Rose also earned the VDH Gold Trainers medal for his outstanding achievements in dog training and exhibition.

TRS Staff

Hayssam Chdid, head instructor

Hayssam Chdid is a highly experienced dog trainer and breeder with over 20 years of education and experience in the industry. He first learned the art of dog training from his father, Joe and started training professionally at his father's dog training school at the age of 12. Hayssam was also deeply involved in the breeding program his father ran for over 40 years, breeding pet dogs and working dogs for the Middle East, Europe, and Africa. Being able to observe, raise and imprint over 100 puppies a year gave Hayssam the capability of understanding dog behavior on a deeper level. In 2008, Hayssam attended the Tom Rose School where he honed his skills and gained invaluable knowledge in the field. After he graduated with honors from the Masters program, he went back to Lebanon and started training pet dogs, police dogs, military dogs and formed the K-9 unit for the United Nations (ESCWA) in Beirut, Lebanon.

Hayssam is a strong believer in continuous education and growth, attending workshops and seminars all over the world to keep growing his knowledge. He enjoys teaching others and sharing his 20+ years of experience and education in the dog training world. He is passionate about making sure future dog trainers are provided with the best, most accurate information and hands-on training to be fully equipped to work and handle all different cases.

Hayssam has worked with an abundance of aggressive dog cases over the years, he says it's one of the best feelings and achievements to be able to save their lives from being put down or spending it in a shelter.

Today, Hayssam is renowned for his exceptional ability to train dogs of all different temperaments and behavioral problems, he is an expert in decoying for protection sports and is dedicated to helping pet owners and dog trainers build a strong, loving relationship with their dogs. He is committed to providing the highest level of care and attention to every dog and trainer/handler he works with.

Kirsten Hutt, administrator/as needed instructor

Kirsten's dog training career began while she was attending the University of Illinois at Urbana-Champaign for Pre-Veterinary Medicine. She joined an organization that trains mobility service dogs while at school and quickly realized she was passionate about dog behavior and training. After graduating from UIUC with her degree in Animal Science, she then decided to forgo Veterinary School and attend the Tom Rose School to pursue dog training.

After graduating from TRS with honors, Kirsten has furthered her learning and understanding of dogs through several workshops and programs all over the world.

Kirsten has trained over 240 dogs per year since attending TRS, thus gaining her invaluable experience in handling different dogs and their owners. Kirsten loves teaching owners and trainers how to communicate effectively with their dogs to achieve high results from basic obedience to competition obedience.

For Kirsten, the most rewarding training she does is for service dogs and their handlers. Being able to train a dog to help someone with their day-to-day life holds the ultimate satisfaction for her.

When Kirsten does not have a dog in her hand, you can find her managing staff, keeping up with clientele and managing all aspects of running a business. Kirsten is an integral part in teaching students how to efficiently start and run a dog training business.

TRS Student to Instructor Ratio

At the Tom Rose School, LLC, we strongly believe that each student progresses at a different level with different topics and exercises. For that reason, TRS provides one instructor for every twelve (12) students, allowing them to demonstrate their progress individually and get the feedback they need to move forward.

TRS Certification for Operation and Approvals

The Tom Rose School, LLC, is certified to operate by the Missouri Board of Higher Education & Workforce Development and approved to accept State Vocational Rehabilitation.

TRS Board

The Tom Rose School, LLC, Educational Board consists of any of the two of the following: Tom Rose, Hayssam Chdid and Kirsten Hutt. The governing body of TRS are Hayssam Chdid and Kirsten Hutt, owners of the school.

School Location and Description

The Tom Rose School, LLC is located at 6701 Antire Rd. in High Ridge, Missouri; about 25 minutes West of St. Louis City Arch.

The campus consists of 16 acres with two climate-controlled training buildings, one is approximately 4800 square feet and the other approximately 3200 square feet, an outdoor training field, twelve on campus student housing options, eight off-campus (1 mile from main campus) student housing options and five trailer/RV parking spots.

Instructional Training Resources

The Tom Rose School, LLC, offers you facilities and equipment for use 24/7 while attending school. We have two indoor, climate-controlled training buildings and a training field complete with AKC obedience, AKC agility, specific odor detection equipment, IGP equipment and all protection gear for dog sport training and protection dogs.

On-Campus Dormitories

The Tom Rose School, LLC offers on-campus dormitory spaces available on a first come, first serve basis. Rent varies from \$500 to \$1000 per month, not including utilities (such as but not limited to propane, electric, telephone, internet, cable service, etc.). We require a security deposit based on monthly rent. You will have your own private bedroom space, but share common areas with other students (kitchens, bathrooms and living areas). Payment of first month's rent and deposit should be paid PRIOR to moving into your living space. Rent and utilities are collected at the first of every month.

We provide internet access at no cost in the North Training Building to all students.

Academic Calendar

The Tom Rose School, LLC, offers two classes per year for The Professional Pet Trainer Program starting in January and July, and two classes per year for The Master Dog Trainer Program starting in January and July.

Please see our website www.tomrose.com for specific dates.

The Tom Rose School observes the following holiday breaks:

Independence Day

Thanksgiving (1 week)

Christmas Eve/Day (2 weeks)

New Years Eve/Day

TRS PROGRAMS

Professional Pet Trainer Program (8-week course 220 clock hours)

TUITION: \$10,000

Program Description:

The Tom Rose School, LLC, Professional Pet Trainer Program is targeted for PET Owners, PET Trainers, and Existing Dog Trainers who want to advance their knowledge with The Tom Rose School's up-to-date methodology and training techniques. This program includes lectures, video instruction, discussions, demonstrations and most importantly: hands-on training with our instructors.

Program Objective:

Our students learn how to evaluate puppies/dogs and choose the right one for specific tasks, how to properly imprint puppies, the usage and application of the four quadrants, the concept of classical and operant conditioning, understanding behavioral psychology in dogs, proper use of tools in training, and how to balance their training between positive and negative motivation.

Professional Pet Trainer Program Structure and Instructional Methods:

The Professional Pet Trainer Program consists of a mixture of hands-on training (lab hours), lectures, supervised study sessions, independent study sessions, as well as electronic media presentations.

Program Schedule:

Class is held Tuesday through Saturday beginning at 9am and concluding at 3:30pm with a lunch break daily.

Program Content:

- **Training Tools and Equipment – 5 Hours**
 - **This module teaches students the proper understanding of different training tools, proper fit and proper use.**

- **Dog/Puppy Selection, Breed Recognition and Understanding a Pedigree – 10 Hours**
 - **This module teaches students how to find reputable breeders, read pedigrees, test puppies/dogs and ultimately know how to choose the right puppy/dog for specific tasks.**

- **Developing “The Touch” – 5 Hours**
 - **This module teaches students how to develop “The Touch” through developing an understanding of dogs, their body language and behaviors.**

- **Puppy Imprinting and Socialization – 10 Hours**
 - **This module teaches students how to properly bring home a puppy and develop a relationship with him through training and socializing methods depending on the future of the puppy’s specific task such as service work, police k9 work, competition work, or being a family pet.**

- **Dog Health and Care – 5 Hours**
 - **This module teaches students to recognize and understand treatment of common health issues and concerns in dogs. Students will be able to make proper assessment of the general health of a dog and make informed decisions on when to seek veterinary care.**

- **Pet Obedience Training – 40 Hours**
 - **This module teaches students the procedure of training a pet dog from the initial client interaction and dog evaluation to in depth obedience training on a case by case basis. Students will learn several methods of training**

behaviors and commands with a well-rounded understanding of teaching dogs with differing temperaments.

- **Working with Behavior Problems – 10 Hours**
 - **This module teaches students how to determine causes and solutions for behavioral problems and how to come up with a unique training plan tailored to each specific dog's needs.**

- **Leash Management – 5 Hours**
 - **This module teaches students how to properly communicate with a dog through their leash and proper leash handling skills.**

- **Free Shaping/Shaping/Luring – 10 Hours**
 - **This module teaches students how and when to utilize different shaping methods to train behaviors motivationally.**

- **Markers – 5 Hours**
 - **This module teaches students the benefits of the appropriate use of markers as a way of communicating with their dog.**

- **Drive Building – 10 Hours**
 - **This module teaches students how to enhance and direct different drives of a dog and how to form a bite-work foundation for a protection dog.**

- **Use of the Four Quadrants of Training- 5 hours**
 - **This module teaches students how to identify and use positive reinforcement, positive punishment, negative reinforcement, and negative punishment in different scenarios.**

- **Agility – 5 Hours**
 - **This module teaches students how to properly introduce and perform each obstacle in an agility course. Students will be able to complete the AKC Novice Agility course.**

- **Working with Fearful and Aggressive Dogs – 5 Hours**
 - **This module teaches students how to safely handle, address and train dogs who have a history of being fearful or aggressive.**

- **In Kennel Training and Client Interaction– 45 hours**

- **In this module, we provide client owned dogs for students to train, handle and care for. Students will learn how to train a dog relative to the owner’s request to gain experience in how to handle many different temperaments, breeds and cases. Students will learn how to effectively communicate and teach clients, how to continue their dog’s training and be able to answer any questions regarding how to handle and manage the dog.**
- **Teaching Group and Private Obedience Classes – 10 Hours**
 - **In this module, students conduct private and group training sessions with clients. Students act as participants, helpers, assistant instructors and public relations representatives during these sessions.**
- **Sales – 10 Hours**
 - **This module teaches students how to adequately sell themselves and their services to potential clientele. From how to advertise on social media, to word of mouth marketing and daily tasks to promote a dog training business.**
- **Starting your business – 5 Hours**
 - **This module teaches students procedure for how to correctly start a dog training business. Students learn different classifications for businesses and how to apply business management techniques to successfully operate.**
- **Management – 20 Hours**
 - **In this module, students learn to manage fellow students and be managed by other students. The Manager’s objective is to provide everyone with a clean, uncluttered, safe working environment. The Manager assigns tasks to fellow students and follows up on performance. A weekly management grade is awarded to each student.**

Graduation Requirements

Practical Exams: must be passed with a score of 70 or above (70-100). All requirement details are provided to students in TRS Requirement Handbook at the beginning of the course.

- **One dog to pass the AKC CGC (Canine Good Citizen)**
- **One dog to pass the TDI (Therapy Dog International)**
- **Teaching Private and Group Obedience Classes**

- Training four (4) In Kennel Training dogs
- Management Program

Written Exams: must be passed with a score of 70 or above (70-100)

There will be four written exams during the course followed at the end by a final examination. Exams will cover content presented during the course.

Grading Methods:

A handbook will be given to each student at the beginning of their program that includes rules and regulations for each practical exam requirement.

Mid-term Reviews:

If after four weeks, your mid-term progress is insufficient we allow 1 week to improve or “catch up”. If you fail to meet this deadline you will be dismissed from school. You may appeal your termination by providing a written explanation outlining mitigating circumstances preventing you from accomplishing this goal within 36 hours of your termination. Present this document to the TRS Educational Board and they will render a decision within 36 hours.

Included are the following:

1. Passing score of Written Exam #1, #2 and #3
2. Passing score in the management program weeks 1-4
3. Passing score in teaching private and group obedience classes weeks 1-4

Withdrawal Policy:

To withdraw from the Professional Pet Trainer Program, you must submit a written withdrawal form to the admissions officer. Any applicable refund of tuition is computed as of the date the withdrawal form was received and signed by admissions. All outstanding balances owed by the student (such as rent, utilities, damages, merchandise) are deducted from the refund. For students utilizing VA benefits, a refund will be computed by the VA and refunded accordingly.

Refund Policy:

We deduct 25% of tuition at the beginning of each week of class (weeks begin on Sunday morning 12:01 AM). We no longer give a refund after the start of the 4th week of the course, regardless of student attendance.

Master Dog Trainer Program (20-week course 550 clock hours.)

TUITION: \$18,000

Program Description:

The Tom Rose School, LLC Master Dog Trainer Program prepares you for future employment in this industry. This program includes lectures, video instruction, discussions, demonstrations and most importantly: hands-on training with our instructors.

The Master Dog Trainer Program challenges you to develop unique training methods and problem-solving techniques. Rather than teaching a single method for use in each exercise, we show you techniques and strategies to help you determine the training needs suitable to each individual dog. As the program progresses, independent study becomes a more and more valuable learning tool to our students. This intensive course focuses on hands-on training and allows students to gain experience working with a wide range of dog personalities and training obstacles. This program will prepare you to compete at high levels in national and international trials and events, successfully join a dog training business or start your own business.

Program Objective:

Our students learn how to evaluate puppies/dogs and choose the right one for specific tasks, how to properly imprint puppies, the usage and application of the four quadrants, the concept of classical and operant conditioning, how to plan their training sessions depending on each individual dog, understand behavioral psychology in dogs, proper use of tools in training, how to balance their training between positive and negative motivation, and learn and demonstrate the difference between training pet dogs, sport dogs, service dogs, personal protection dogs and police K9 dogs. Students learn advanced skills in tracking, scent detection, agility, pet obedience, competition obedience, search and rescue, protection, service dog skills, and client interaction.

The Master Dog Trainer Program Structure and Instructional Methods:

The Master Dog Trainer Program consists of a mixture of hands-on training (lab hours), lectures, supervised study sessions, attending trials, outdoor training, workshops,

seminars, training with police K9 Units, supervised study sessions, independent study sessions, and electronic media presentations.

Program Schedule:

Class is held Tuesday through Saturday beginning at 9am and concluding at 3:30pm with a lunch break daily.

Program Content:

- **Training Tools and Equipment – 5 Hours**
 - This module teaches students the proper understanding of different training tools, proper fit and proper use.

- **Dog/Puppy Selection, Breed Recognition and Understanding a Pedigree – 10 Hours**
 - This module teaches students how to find reputable breeders, read pedigrees, test puppies/dogs and ultimately know how to choose the right puppy/dog for specific tasks.

- **Developing “The Touch” – 5 Hours**
 - This module teaches students how to develop “The Touch” through developing an understanding of dogs, their body language and behaviors.

- **Puppy Imprinting and Socialization – 10 Hours**
 - This module teaches students how to properly bring home a puppy and develop a relationship with him through training and socializing methods depending on the future of the puppy’s specific task such as service work, police k9 work, competition work, or being a family pet.

- **Dog Health and Care – 5 Hours**
 - This module teaches students to recognize and understand treatment of common health issues and concerns in dogs. Students will be able to make proper assessment of the general health of a dog and make informed decisions on when to seek veterinary care.

- **Pet Obedience Training – 55 Hours**
 - This module teaches students the procedure of training a pet dog from the initial client interaction and dog evaluation to in depth obedience training

on a case by case basis. Students will learn several methods of training behaviors and commands with a well-rounded understanding of teaching dogs with differing temperaments.

- **Working with Behavior Problems – 25 Hours**
 - This module teaches students how to determine causes and solutions for behavioral problems and how to come up with a unique training plan tailored to each specific dog's needs.

- **Leash Management – 5 Hours**
 - This module teaches students how to properly communicate with a dog through their leash and proper leash handling skills.

- **Free Shaping/Shaping/Luring – 10 Hours**
 - This module teaches students how and when to utilize different shaping methods to train behaviors motivationally.

- **Markers – 5 Hours**
 - This module teaches students the benefits of the appropriate use of markers as a way of communicating with their dog.

- **Drive Building – 10 Hours**
 - This module teaches students how to enhance and direct different drives of a dog and how to form a bite-work foundation for a protection dog.

- **Use of the Four Quadrants of Training- 10 hours**
 - This module teaches students how to identify and use positive reinforcement, positive punishment, negative reinforcement, and negative punishment in different scenarios.

- **Agility – 5 Hours**
 - This module teaches students how to properly introduce and perform each obstacle in an agility course. Students will be able to complete the AKC Novice Agility course.

- **Working with Fearful and Aggressive Dogs – 20 Hours**
 - This module teaches students how to safely handle, address and train dogs who have a history of being fearful or aggressive.

- **In Kennel Training and Client Interaction– 70 hours**
 - **In this module, we provide client owned dogs for students to train, handle and care for. Students will learn how to train a dog relative to the owner’s request to gain experience in how to handle many different temperaments, breeds and cases. Students will learn how to effectively communicate and teach clients, how to continue their dog’s training and be able to answer any questions regarding how to handle and manage the dog.**

- **Teaching Group and Private Obedience Classes – 50 Hours**
 - **In this module, students conduct private and group training sessions with clients. Students act as participants, helpers, assistant instructors and public relations representatives during these sessions.**

- **Sales – 20 Hours**
 - **This module teaches students how to adequately sell themselves and their services to potential clientele. From how to advertise on social media, to word of mouth marketing and daily tasks to promote a dog training business.**

- **Starting your business – 10 Hours**
 - **This module teaches students procedure for how to correctly start a dog training business. Students learn different classifications for businesses and how to apply business management techniques to successfully operate.**

- **Management – 50 Hours**
 - **In this module, students learn to manage fellow students and be managed by other students. The Manager’s objective is to provide everyone with a clean, uncluttered, safe working environment. The Manager assigns tasks to fellow students and follows up on performance. A weekly management grade is awarded to each student.**

- **Competition Obedience Training – 50 Hours**
 - **This module teaches students how to train dogs for obedience competition in different venues such as PSA, IGP and AKC.**

- **Play and Forced Retrieve – 10 Hours**
 - **This module teaches students how to train hunting dogs, service dogs and competition dogs proper techniques to retrieve an object and bring it to the handler.**

- **Tracking – 30 Hours**
 - **This module teaches students how to train a dog for competition tracking from start to trial level. The student will be able to read and adjust training techniques based on different variables of tracking.**

- **Police K9 Trailing and Search and Rescue Trailing – 20 Hours**
 - **This module teaches students how to train for Police K9 trailing and Search and rescue trailing. The student will be able to read and understand how to adapt to different situations and variables during the trailing process.**

- **Police K9 and Competition Odor Detection – 20 Hours**
 - **This module teaches students how to train a dog to find and indicate on narcotics, explosives or essential oils. Students will be able to utilize several different methods to imprint a scent on a dog, teach indication and teach search pattern.**

- **Police, Personal and Sport Protection – 20 Hours**
 - **This module teaches students how to train a dog for the specific task and specific rules of police, personal or sport protection work. Students will be able to understand and apply different decoy or helper techniques based on each unique dog they work with.**

- **Service Dog, Mobility Service and Therapy Dog Training – 20 Hours**
 - **This module teaches students different tasks service dogs are asked to complete and how to train a dog to perform them reliably to help their handlers in their day to day lives.**

Graduation Requirements

Practical Exams: Must be passed with a score of 70 or above (70-100). All requirement details are provided to students in TRS Requirement Handbook at the beginning of the course.

- Passing score of all TRS Preliminary Requirements
- One dog to pass AKC CGC (Canine Good Citizen)
- One dog to pass AKC Novice Agility
- One dog to pass AKC Novice Obedience
- One dog to pass IGP1 Tracking
- One dog to pass IGP1 Obedience
- One dog to pass Scent Detection
- One dog to pass Search and Rescue/Felon Track
- One dog to pass Wheelchair Dog House obedience test
- One dog to pass Guided Retrieve
- IKT's
- Teaching Private/Group Class
- The Management Program
- Protection Decoy/Helper Test

Written Exams: Must be passed with a score of 70 or above (70-100).

There will be six written exams during the course followed at the end by a final examination. Exams will cover content presented during the course.

Grading Methods:

A handbook will be given to each student at the beginning of their program that includes rules and regulations for each practical exam requirement.

Mid-term Reviews:

If after 10 weeks, your mid-term progress is insufficient, we allow 2 weeks to improve or “catch up”. If you fail to meet this deadline, you will be dismissed from school. You may appeal your termination by providing a written explanation outlining mitigating circumstances preventing you from accomplishing this goal within 36 hours

of your termination. Present this document to the TRS Educational Board and they will render a decision within 36 hours.

- Included are the following:
1. Passing score of Written Exam #1, #2, #3, #4 and #5
 2. Passing score in the management program weeks 1-10
 3. Passing score for the AKC CGC practical exam
 4. Passing score for the TDI practical exam
 5. Passing score in teaching private and group obedience classes weeks 1-10
 6. Passing preliminary requirements week 1-10

Withdrawal Policy:

To withdraw from the Master Dog Trainer Program, you must submit a written withdrawal form to the admissions officer. Any applicable refund of tuition is computed as of the date the withdrawal form was received and signed by admissions. For those students utilizing VA benefits, a refund will be computed by the VA and refunded accordingly.

All outstanding balances owed by the student (such as rent, utilities, damages, merchandise) are deducted from the refund.

Refund Policy:

We deduct 25% of tuition at the beginning of each week of class (weeks begin on Sunday morning 12:01 AM). We no longer give a refund after the start of the 4th week of the course. Each week ends at the close of business Saturday and the next week begins at that time, regardless of student attendance.

Practical Exams, Written Exams and Graduation Certificate

Practical Exams:

Practical exams allow our students to demonstrate taught content throughout the course and the ability to apply training concepts, techniques and skills into hands-on application with their dogs, IKT'S and clients.

Practical exams are graded according to the rules and regulations of The Tom Rose School, LLC and to each individual sport.

A minimum score of 70-100 is required to pass Practical Exams.

Excellent: 96-100

Very Good: 90-95.5

Good: 80-89.5

Satisfactory: 70-79.5

Written Exams:

Written exams will demonstrate the understanding of the training concepts, techniques and methodology of dog training taught throughout the course. Written exams will also include questions about the rules and regulations of different sports required for practical tests during the course.

A minimum score of 70-100 is required to pass a Written Exam.

At the END of each Program, a FINAL WRITTEN EXAM will be held. This written exam will be a PASS or FAIL requirement, it includes the most important theories and concepts learned throughout the course to determine if the student has a clear understanding of the TRS methodologies of dog training.

Graduation Certificate:

In order to earn a graduation certificate, TRS students must pass all Practical Tests with a score of 70-100 or higher, pass Written Exams with a 70-100 or higher and must pass the Final Written Exam at the end of their course.

Students that have ATTENDED the full length of the course but did NOT pass all Practical and Written Exams, will earn a Certificate of Attendance.

TRS Policies and Student Guidelines

Attendance Policy:

Students are expected to attend all scheduled classes. We credit you with attendance when you arrive on time and remain for the duration of each class.

Dismissal for Absences: We terminate you from the program for absenteeism if the any of the following occur:

1. Six (6) absences during the Professional Pet Trainer Program.
2. Twenty (20) absences during the Master Dog Trainer Program.

Mitigating Circumstances (Extenuating Circumstances): An event which is *unavoidable or beyond your control*, may be an extenuating circumstance.

However, said circumstance must be substantial in nature and not a mere inconvenience or annoyance. Examples of extenuating circumstances include the following: serious illness or serious injury to primary requirement dog, pregnancy, an uncontrollable change in military service, bankruptcy or discontinuance of a TRS program. An illness or injury, which renders your incapable of effectively participating in the scheduled classes, is a justifiable excuse. You shall produce a written verification from a qualified healthcare provider, verifying said inability to participate.

If due to “Mitigating Circumstances” you discontinue your enrollment you may re-enroll with prior arrangement in the next course beginning at the same number week you quit. For example, if you quit during the ninth week you may return during the ninth week of the following semester.

Dangerous weather, incapacitation of dog used for requirements, fire, flooding, power failures and other natural conditions may establish justifiable excuses, however, their justification shall be determined at the discretion of the school.

Attendance Appeal Policy:

Re-admission: If you are dismissed for absenteeism you may apply for readmission to any program. However, re-admission is not guaranteed, you must provide documentation as to why you were absent.

To appeal a dismissal, you must request a hearing before the TRS educational board (listed below). Only appeal requests which are written, dated, signed and include supporting documentation are considered. Appeal requests must be submitted to a school official within 48 hours of your receipt of notice of dismissal. We schedule your hearing within 72 hours of receipt of your appeal request. The location of the hearing shall be upon the grounds of the TRS school.

Pandemic Guidelines Policy:

If an occurrence (such as a pandemic) causes cancellation of classes whether by government mandate or by the school's choice, classes resume as soon as permitted, and continue until contracted class time is provided. We may postpone future class starts as necessary to accommodate this discontinuance.

When a VA financed student is unable to return to class, we refund the VA per the VA refund policy.

Holiday Policy:

The Tom Rose School, LLC observes the following holidays:

- **Independence Day**
- **Thanksgiving (1 week)**
- **Christmas Eve/Day**
- **New Year's Eve/Day**
- **Spring Break (1 week)**

Monthly Progress Policy:

TRS instructors conduct a monthly progress evaluation to assist each student by guiding them on a path towards success. TRS instructors will answer program questions and will help create training plans to assist in earning a graduation certificate.

Student Records Policy:

TRS maintains an official file for each current and former student for seven years after the student's graduation date. An official file includes application form, contracts, practical tests results, written tests, client evaluations, attendance records, student transcript, student certification and all other

applicable documents. A student may request a copy of their file at any given time, a copy will be printed and handed to the student within 72 hours of request.

Transcript Policy:

Upon completion of a program, you receive a transcript within 10 days listing all current grades and scores. You may request additional copies of your transcript for a fee of \$25 per copy. To request a copy of your transcript, contact TRS at 636-677-3131 or email kirsten@tomrose.com

Transfer Credit Policy:

If the applicant attended another comparable school, we conduct a program comparison review and render a decision. The applicant must submit a transcript from the other institution. If transfer credit is granted, we give credit for specific requirements accomplished, and may prorate TRS tuition accordingly.

Funding Options Policy:

TRS is approved for State Vocational Rehabilitation benefits. We are not eligible for federal funding, Pell Grants or Sallie Mae loans. We accept cash, check (must be provided at least 14 days prior to first day of class) or credit/debit cards (4% fee).

Missed Hours of Instruction Policy:

If *the school* has missed hours of instruction, the school will provide make up time immediately or after the prescheduled conclusion of the regularly semester.

TRS Grievance Policy:

If you wish to file a grievance against the school, you must request a hearing before the TRS board. Only appeal requests which are written, dated, signed by yourself and include supporting documentation are considered. Submit your appeal to a member

of the Educational Board. The school provides a hearing within three days of receipt of the appeal request upon the school grounds.

The Tom Rose School, LLC Educational Board consists of any two of the following: Tom Rose, Hayssam Chdid and Kirsten Hutt.

Satisfactory Academic Policy:

At the conclusion of the first half of each program we conduct a performance review and evaluate your progress and the probability of completion. We examine each of your requirements and evaluate your progress. We make suggestions and recommend changes in your training schedule, your organization, and discuss the temperament and competence of the dog(s) you are using for the program.

If you are not making sufficient effort, not devoting the necessary time to training, and failing to accomplish necessary requirements, we may place you on Academic Probation. We grant a grace period to bring accomplishments up to date. We may dismiss you from school if no improvement is observed.

Upon receiving notification of dismissal, you are terminated from the program.

You may appeal your dismissal by following our appeal procedures:

In cases where you believe that you have extenuating circumstances concerning your dismissal, you may request to schedule a hearing and can appear before Tom Rose School, LLC Educational Board (listed above). Your appeal must be in writing, dated, signed, and include supporting documentation.

Student Conduct Policy:

All students are expected to conduct themselves in a manner that supports and promotes the objectives of TRS. The following and any associated types of transgressions are forbidden. Receipt of 3 warnings will result in termination.

- **Mistreatment of dogs.**
- **Fighting of any kind or using negative or threatening language or body language.**
- **Harassment of a fellow student.**
- **Making rude, patronizing, belittling comments.**
- **Unauthorized use of TRS supplies.**
- **Utilizing or having alcoholic beverages on school grounds.**
- **Any possession or use of dangerous or unauthorized materials, such as explosives or firearms while on TRS grounds.**
- **Sexual transgressions.**
- **Coming to school under the influence of alcohol or any illegal or non-prescription drugs.**

- **Theft.**
- **Displaying disruptive behavior.**
- **Extreme absenteeism or lateness.**
- **Fabricating records.**
- **Repeatedly being the cause of disputes.**

The above are only samples of rules which TRS feels are essential to provide a safe, beneficial learning environment for our students. These examples may result in They are only typical of cases, which can result in corrective action ranging from verbal warning to termination and are not to be interpreted as limited to only these examples listed.

You may appeal your dismissal by submitting your appeal within two days of your dismissal. TRS will review your information and schedule a hearing by the TRS board (listed above). Your appeal must be in writing, dated, signed and include all evidence and supporting documentation. Once you submit your appeal it is final, and you cannot add any additional information. We respond with our decision to your appeal within three days.

When to Arrive on Campus:

Rooms are *not* available until one day before class starts. If you arrive earlier, you are responsible for making housing arrangements while you wait for access to our dormitory space.

Dress Policy:

Students are required to practice good hygiene. Students must wear TRS shirts (TRS provides two shirts at no charge at the beginning of the course) when on campus or any class structured outing. Students must wear closed-toe shoes, and pants; no flip flops, crocs or shorts are allowed during class. Clothes should be clean and in good condition. Students will be asked correct the issue. 3 violations will result in disciplinary action and potential termination from the program.

Personal Pet Dogs:

We strongly discourage you from bringing more than *one pet* dog with you *not* intended for course requirements.

Dogs for Class:

DO NOT acquire new dogs/puppies prior to beginning class for use in the program. You will need an untrained puppy 8-12 weeks of age, and one other untrained dog/puppy to take through the course with you.

During the first weeks of class, we hold lectures on what to look for and how to choose a puppy best matched for both you and the program.

Care of Dogs and Vaccinations:

All dogs must be well cared for, i.e.: fed and watered regularly, taken out to the bathroom regularly, kennels/crates kept clean, taken to the vet in the event of any health issues, bathed and groomed. You are solely responsible for all costs associated with caring for your dog(s).

Abusive, neglectful or unacceptable care of your dogs is grounds for expulsion.

All dogs must have proof of current Rabies, Distemper, Flu, and Bordetella vaccinations. Submit copies of all health records to our CSO (Certifying School Official). You must provide proof that your dogs are worm free and flea/tick free. Dogs are not allowed to run free in our housing and must be kept in crates in your room, otherwise remain on leash at all times.

Training Supplies and Equipment:

Estimated cost for supplies varies depending on student choices. Training equipment is by choice of each student and varies depending on each program. TRS provides many supplies available to students 24/7 throughout their course. Additional costs include dogs, dog food, vet visits, and canine well care.

Required Equipment List:

Leashes: 1 3ft, 1 6ft, 1 15ft, 1 33ft

Retractable Leashes: 1 small, 1 medium, 1 large

Flat Collars: 1 small, 1 medium, 1 large

Prong Collars: 1 small, 1 medium, 1 large

Fur Savers: 1 small, 1 medium, 1 large

Agitation collars: 1 small, 1 medium, 1 large

Harnesses: 1 small, 1 medium, 1 large

Electric Collars: 2

Kennels: 2 small, 2 medium, 2 large

Tugs: 1 small, 1 medium, 1 large

Balls: 1 small, 1 medium, 1 large

Bite Pillow: 1 small, 1 medium, 1 large

Narcotics Scents: 1 kit

Explosive Scents: 1 kit

AKC Essential Oils: 1 kit

Training Vest/Belt/Apron: 2

Training Bench: 2

Dowels/Dumbbells: 1 small, 1 medium, 1 large

Tracking articles: 10

Protection Gear: 1 small, 1 medium, 1 large

Bite Suit: 1

Treats: 20 bags

Dog Bowls: 4

Estimated total can range from \$2,000-\$15,000 dependent on student choice of brand, quality, material, etc.

Career Opportunities:

TRS graduates have the education and skills to do the following: conduct dog training evaluations, orchestrate group training classes, conduct private lessons, provide customer service, compete in dog events, employ sales/marketing programs, and set up and maintain a dog business.

Job Placement:

With over 40 years of graduates, we have great contacts in the industry. We work with you to assist in placing you with an employer or setting up your own business. *(Note: The Tom Rose School, LLC does not guarantee employment).* Tom Rose School, LLC is recognized in the dog training world. Employers understand that when you earn a certificate from TRS you are competent, well organized, dedicated, self-starting and well-educated.

Application Process:

Billing of Tuition: \$10,000 Professional Pet Trainer, \$18,000 Master Dog Trainer

Full tuition is due prior to the first day of class. If you pay by check, submit at least 14 days before you start classes. TRS charges a 5% penalty if payment or payment arrangements are not submitted within two days after the first day of class. Tuition can be paid over the phone by calling **636-376-4273**, or can be mailed to:

ATTN: Admission office

The Tom Rose School, LLC

6701 Antire Rd, High Ridge, MO 63049

****Credit card payments subject to additional 4% fee**

Rolling Admissions and Policies:

The Tom Rose School applications are processed as they are received. Applicants to The Tom Rose School, LLC will be subject to a background check prior to approval for enrollment.

1. **Fill out an application and submit \$100 application fee (covers background/credit check). This fee of \$100 is nonrefundable.**

If you are under the age of 18, a parent or guardian must sign/execute all paperwork.

2. **Once your application is accepted, we require a \$1,000 tuition deposit along with a signed enrollment agreement to secure your spot in class. This deposit is deducted from your tuition and is subject to the following:**
 - i. **You may cancel your enrollment agreement with a refund of all money paid for a period of no more than three days of the date of your signed agreements, exclusive of weekends and nationally observed holidays. After this initial three-day period, the tuition deposit of \$1,000 is non-refundable. If mitigating circumstances prevent attendance of the selected date of enrollment, we postpone attendance until the next available course start date. We will only move your deposit one time.**

Cancellation Policy:

We require a \$1,000 tuition deposit along with signed copies of our enrollment agreement to secure your spot in this class. This \$1,000 is deducted from your tuition and is subject to the following: You may cancel your enrollment agreement with a refund of all money paid for a period of no more than three days of the date of your signed agreements, exclusive of Saturday, Sunday, and nationally observed holidays. After this initial three-day period, the tuition deposit of \$1,000 is non-refundable. If mitigating circumstances prevent attendance of the selected date of enrollment, we postpone attendance once, for the next course start date.

The first week begins on the first day of class and is week number one. Each consecutive week of the program begins at 12:01 a.m. Sunday morning, regardless of the attendance of an individual student. (For instance, if a student misses the entire third week and returns the following week, it is still counted as week number four). Depending on when holidays fall, classes may be cancelled for more than one day. This is to allow those students who wish to go home for the holidays the opportunity to do so. All training facilities will be open and available to students who do not wish to leave for the holidays.