

# Checklist for Certification of Applied Animal Behaviorist Application

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Choose one: \_\_\_\_\_ CAAB (Ph.D.)  
\_\_\_\_\_ ACAAB (M.S. or M.A.)

- \_\_\_\_\_ Completed Checklist
- \_\_\_\_\_ Completed typed application
- \_\_\_\_\_ Official college/university transcripts from all universities attended (Section IA)
- \_\_\_\_\_ List of Refereed Publications and Non-Refereed Publications (Section IVD)
- \_\_\_\_\_ List of Papers/posters presented at national conferences (Section IVD)
- \_\_\_\_\_ Primary Case Study Report **OR** Publication Reprint (Section IVE)
- \_\_\_\_\_ Secondary Case Study Report **OR** Publication Reprint (Section IVE)
- \_\_\_\_\_ Original contributions (Section IVF)
- \_\_\_\_\_ Current Curriculum Vitae (Section IVG)
- \_\_\_\_\_ Copy of Certificate of Coverage showing liability coverage and ABS as an additional insured party (Section VI)
- \_\_\_\_\_ Check or money order made payable to Animal Behavior Society in the amount of \$100 ,

References (please list name and email address)

1. CAAB or ACAAB:

\_\_\_\_\_

2. ABS Member (non-CAAB/ACAAB)

\_\_\_\_\_

3. Behavior Professional:

\_\_\_\_\_

Please be sure to only submit **completed** applications. All applications materials (except for reference letters) should be included in the application packet and mailed directly to Animal Behavior Society. Please allow 4 to 6 weeks for processing after all reference letters are received.

Thank you for your application and we look forward to reviewing your materials.

Kind regards,  
Board of Professional Certification  
Animal Behavior Society



# Animal Behavior Society

APPLICATION FOR CERTIFICATION OF APPLIED ANIMAL  
BEHAVIORISTS

**Mailing Address:** ABS CAAB/ACAAB  
2111 Chestnut Ave Ste. 145  
Glenview, IL 60025

**Email:** [info@animalbehaviorsociety.org](mailto:info@animalbehaviorsociety.org)

## INSTRUCTIONS:

Please type all information. Handwritten applications are strongly discouraged. Applications must be accompanied by copies of official academic transcripts and evidence of conferral of degree(s) which should either have the graduation date imprinted on the transcript or a copy of the diploma, or when necessary, a letter confirming completion of degree requirements. Three letters of reference should be sent directly to [info@animalbehaviorsociety.org](mailto:info@animalbehaviorsociety.org) with "certification letter – *your last name*" in the subject line. It is the applicant's responsibility to document education and professional-level experience as an animal behaviorist

## NOTE:

- *Application fees are nonrefundable.*
- *If application is approved, certification is valid for five years but must be renewed annually (See Section VI).*
- *No application can be processed until a complete application and all supportive materials have been received by the Chair of the Animal Behavior Society's Board of Professional Certification.*

CERTIFICATION APPLICATION (Check Applicable)		
<input type="checkbox"/> Certified Applied Animal Behaviorist (Ph.D.)		
<input type="checkbox"/> Associate Certified Applied Animal Behaviorist (M.S. or M.A.)		
APPLICANT INFORMATION		
Last Name	First Name	Middle Name
Street Address (Home)		City
State/Province	Postal Code	Country
Street Address (Business)		City
State/Province	Postal Code	Country
Home Telephone	Business Telephone	Fax
Date of Birth (dd/mm/yy)	Email address	

## I. COLLEGE/UNIVERSITY EDUCATION (required)

### A – Education Information

No.	Institutions Attended	Degree Conferred	Major	Month/Year
1				
2				
3				
4				

### B – Completed Course Credits

Please specify course credits in semester hours -- 1.5 quarter hours = 1 semester hour.

*(Applicants are required to present course titles, and credits in the format listed, as required by the Applied Animal Behavior Certification program. When necessary, provide an explanation of coursework and subject matter presented. Explain in sufficient detail for proper evaluation by the Certification Review Board.)*

#### **Courses in Behavior and Learning (30 semester hours are required of which at least 12 must be at graduate level)**

(a) Courses related to basic behavior, such as ethology, evolution, animal behavior or comparative psychology.

A minimum of nine (9) semester hours is required.

Course Title	Department	Credits	Graduate Level Y/N

(b) Courses related to the principles of learning, experimental animal psychology, or the biological basis of behavior (e.g., physiological psychology or psychopharmacology).

A minimum of nine (9) semester hours is required.

Course Title	Department	Credits	Graduate Level Y/N

(c) **Strongly recommended courses:** Genetics, Counseling, Behavioral Statistics, Research Methods, Anatomy and Physiology, Companion Animal Behavior, Endocrinology, Neurobiology, Animal Nutrition

Course Title	Department	Credits	Graduate Level Y/N

**C - Thesis and/or dissertation title(s) and abstracts**

M.S or M.A.:

Abstract:

Ph.D.:

Abstract:



**C. If you worked/interned with an Applied Animal Behaviorist, indicate with whom you trained or did research (strongly recommended)**

Last Name	First Name	Credentials
Street Address		City
State/Province	Postal Code	Country
Email	Phone	Website
Dates of Training	From	To

Give a **detailed summary** of the training, such as research duties, number and type of cases observed, rounds attended, etc.

### **III. ABS MEETING ATTENDANCE AND PRESENTATION (required)**

Attendance and Presentation at an ABS annual meeting at least once prior to application is an eligibility requirement for Certification. Please list meeting location, year and presented abstract.

**Meeting:**

**Abstract:**

#### IV. PROFESSIONAL EXPERIENCE (required)

**A: ACAAB: Minimum of 2 years of professional experience in applied animal behavior required**

**CAAB: Minimum of 5 years of professional experience in applied animal behavior required**

Describe in detail type of professional experience (private practice, academic, veterinary, animal shelter, zoo, laboratory, research).

**B:**

If you are working in a clinical animal behavior setting, indicate the distribution of cases. Give number and corresponding percentage for last year.

		Number	Percentage
<b>Setting</b>	Office		
	House call/Farm Call		
	Telephone consultation		
<b>Species</b>	Dog		
	Cat		
	Bird		
	Horse		
	Other pets		
	Other domestic animals		

**C:**

If you have worked/are working in a non-clinical applied animal behavior setting, describe your experience. Describe the species worked with, amount of time devoted to working with each and the kind of work experience (i.e., researcher, research assistant or consultant to zoos or agricultural interests).

**D:**

Attach list of publications (Use complete citation)

1. Refereed publications (limit to two pages)
2. Non-refereed publications (limit to two pages)
3. Papers/posters presented at academic conferences.

**E:**

Provide two examples of your work in applied animal behavior that demonstrate the breadth and depth of your knowledge and expertise. These examples can be clinical case studies that include a description of relevant behaviors, identification of important variables, description of interventions and an evaluation of results. The cases should be written up so that the committee members can assess your competence. Please **DO NOT** submit treatment reports that are prepared for the client and **DO NOT** include personal data on the client, such as name, address, telephone number or email address. Each case study is limited to four pages; see recommended case study format on page 10. Alternatively, you may attach an electronic reprint of a peer-reviewed publication in applied animal behavior in lieu of a case study. Such work can be a summary of case studies, original research or literature review, provided that the piece illustrates your expertise and innovative thought in a given area of applied animal behavior. If you are not the first author on the paper, please identify for the committee the extent of your intellectual contribution to the work.

It is **strongly encouraged** that at least one case study be submitted with your application.

We encourage ACAAB applicants who may not have much experience writing for scientific publications to have case reports reviewed by one or more CAABs before submission. ACAAB applications are expected to demonstrate a level of knowledge and communication skills consistent with a Master’s degree level of education.

**F:**

Describe any other original contributions or original interpretations of animal behavior information or demonstrations of your knowledge of animal behavior. Attach written reports or papers where appropriate.

**G:**

Attach a copy of your current Curriculum Vitae

**V. PROFESSIONAL REFERENCES (required)**

Please list names of three Animal Behavior Professionals who have agreed to provide references on your behalf for the Board of Professional Certification. They should be knowledgeable about your academic background and/or your present and past experiences as a practicing applied animal behaviorist. At least two references must be from ABS members in good standing, one of whom is a CAAB /ACAAB and one whom is a regular member. Only two letters may come from the same institution. All references should send their letters directly to [info@animalbehaviorsociety.org](mailto:info@animalbehaviorsociety.org) with “certification letter – *your last name*” in the subject line.

**Include current position titles, complete mailing address, email address and telephone numbers.**

CAAB or ACAAB

1)

ABS Member

2)



Behavior Professional

3)

**VI. FEES AND ELIGIBILITY (required)**

Please submit **Certification Application Fee (\$100)** payment with your completed application.

Once approved, certification is valid for 5 years and must be renewed annually. Eligibility requirements for renewal must be met on an annual basis:

- 1) ABS member in good standing
- 2) Payment of any applicable fees
- 3) Proof of current professional liability insurance (minimum of 1 million dollar occurrence and 2 million dollar aggregate) showing ABS as an additional insured party

Failure to meet all eligibility requirements will result in decertification. Renewals are valid for the designated 5 year period of the most recent certification approval. All CAAB/ACAABs must re-apply and be approved for certification every five years in order to be eligible for renewal.

In applying for certification as an Associate or Certified Applied Animal Behaviorist, I have reviewed and pledge to adhere to the Code of Ethics and the Standards for Professional Conduct as described in the certification program booklet.

*I agree that disputes related to the certification application process will be submitted to binding arbitration if needed after appropriate appeals to the Board of Professional Certification, and the Animal Behavior Society Committee for Issues in Applied Animal Behavior.*

I further attest the information provided in this application form, together with all attached documents, is complete and true to the best of my knowledge.

Applicant's Signature:

Date Submitted:

*The Animal Behavior Society requires that all Certified Applied Animal Behaviorists maintain up to date liability insurance. A professional liability Insurance policy must be carried at a minimum of 1 million dollar per occurrence and 2 million dollar aggregate. The Animal Behavior Society, 2111 Chestnut Avenue Ste 145, Glenview, IL 60025 must be listed as an "Additional Insured Party". Please provide a copy of your insurance coverage letter and declarations showing coverage amounts and ABS as an additional insured party.*

Carrier:

Policy Number:

## CASE REPORT GUIDELINES (For part IV.E.)

### Case Reports Submission Guidelines

Use the following guidelines when submitting case reports that exemplify your work as an applied animal behaviorist. These case studies should demonstrate a comprehensive understanding of the behavior of the focal animal and the behavioral principles and methods used to resolve the behavior problem. Case studies with at least 4 months follow-up are strongly recommended. References must be included throughout the report.

#### **Case Report submissions must include the following sections:**

- a. Statement of the owner's presenting complaint or problem behavior
- b. Animal's signalment (sex, breed, age, size, medical conditions), household composition and current living environment
- c. Behavioral history and, when applicable, medical history. Include baseline frequency of problem behavior.
- d. Behavioral assessment and/or evaluation results. Describe how assessment was conducted, use operational definitions of behavior rather than hypothetical constructs, and include references to literature in support of interpretations.
- e. Recommended behavior modification plan and rationale. Include references to literature to support interventions used.
- f. Progress reports and follow-up. Explain unsuccessful resolutions, owner compliance, and modifications to plan over time.
- g. Discussion. Emphasize how your work on this case relates to published literature in applied animal behavior or published research in animal learning and behavior.
- h. Reference list. Include all references cited, in current APA style.

Use of quotation marks and inclusion of client/patient testimonials should be avoided. For purposes of confidentiality, names or identifying information should not be included in the text.

#### [Example of Applied Case Report using Submission Guidelines](#)

Format—Case Reports should be prepared with the following attributes:

- 8.5 X 11-inch (or A4) page size
- 1.5 line space typed
- 10-point Arial font
- 0.5 inch margins (top, bottom, left and right)
- Left justification
- 6-page maximum, including references cited, per case report



## **Animal Behavior Society**

### *Ethical Guidelines For*

### **Certified Applied Animal Behaviorists**

### **Associate Certified Applied Animal Behaviorists**

Associate Applied Animal Behaviorists and Applied Animal Behaviorists shall:

1. Conduct their activities in accordance with the Code of Ethics of the Animal Behavior Society, with the highest standards of professional conduct and personal honor, and in accordance with the laws of applicable jurisdictions.
2. Accept employment to perform professional services only in the areas of their own competence and consistent with the Code of Ethics of the Animal Behavior Society. They shall seek to refer clients or employers to other applied animal behaviorists when expertise of such professionals shall best serve the interest of the public and the client/employer. They shall cooperate fully with other professionals in the best interests of the animals, the public and the client/employer. They shall act in accordance with ABS/ASAB guidelines for the use of animals in research.
3. Refrain from advertising in a self-laudatory manner, beyond statements intended to inform prospective clients/employers of qualifications, or in a manner detrimental to fellow professionals. They shall follow the ABS Policy for the use of the Society's name.