



European Society for Animal Assisted Therapy
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Checklist for accreditation of professional training as a “Specialist in Animal-Assisted Therapy” according to the criteria of the European Society of Animal-Assisted Therapy (ESAAT)

Please use the following checklist for your application for accreditation. It provides a brief overview of the most important minimum requirements. Please use the defined numbering system in your application – this considerably simplifies the work of the Accreditation Commission. Further information is available on the home page in the document on the minimum requirements regarding professional training as a Specialist in Animal-Assisted Therapy.

1. Organisational structure		
1.1 Body responsible for professional training	<p>Clear description of the organisational structure</p> <p>The unambiguous name of the body responsible for the professional training</p>	<p><u>Associations:</u> excerpt from the registry of associations, Police Clearance Certificate for the President of the association, number of members.</p> <p><u>Companies:</u> excerpt from the commercial register, Police Clearance Certificate for the Managing Director</p> <p><u>Other forms of organisation:</u> clear description, Police Clearance Certificate for the head of the organisation</p>
1.2 Professional responsibility	<p>First name, family name of the person(s) with specialist responsibility for the course</p> <p>Description of qualifications</p>	<p>The person(s) with specialist responsibility for the course must have completed a pedagogic, therapeutic or medical training with an academic diploma. Training as a specialist in animal-assisted therapy must be demonstrated. Two professional managers may provide proof of one of the above-mentioned qualifications each.</p>
1.3 Premises and technical facilities	<p>Description / list of the spatial and technical facilities</p>	<p>The spatial and technical facilities must be sufficient to permit appropriate specialist training.</p>
2. Information on the course		
	<p>Proof that information materials are available for interested parties.</p> <p>Proof that applications for specialist training are/will be possible via the Internet and using printed media.</p>	<p>Flyers, home page, advertisements</p>
3. Structure of the course		
	<p>Total number of hours</p>	<p>The course must amount to 60 ECTS. The length of the individual teaching events is quoted in academic hours, whereby one academic hour lasts 45 minutes. The European Credit Transfer System (ECTS) simplifies inter-university and cross-European calculations of course performance, whereby 1 ECTS point corresponds to a work input of 25 hours. This includes both actual attendance and independent learning periods.</p>
3.1 Length of the course	<p>Min. 300 hours compulsory teaching events (30 ECTS)</p>	<p>Of which at least 225 hours of attended events. 75 hours can be offered for independent learning.</p>
	<p>Min. 120 hours practical work experience (12 ECTS)</p>	<p>Of which 60 hours may be a student’s own practical project.</p>

	30 hours of free teaching and learning forms (3 ECTS)	E.g. a longer period of practical work experience or more detailed content beyond the compulsory content.
	Thesis (15 ECTS)	
3.2 Curriculum and work materials	Lesson content with assigned lesson units	A lesson unit is 45 minutes. Please provide information on how many lesson units are assigned for what particular lesson content.
	Defined learning / teaching goals	Please describe your learning goals precisely. What knowledge, competences, abilities should the participant gain?
	Learning documentation (e.g. lecture notes, teaching and learning materials, etc.)	Please provide on CD Rom.
	Documentation for independent learning periods	Please provide on CD Rom.
3.3 Content of the course	List of concrete lesson content	Define lesson content in detail! The description "Important educational aspects", for example, is not sufficient! Please note the detailed description in the document on the minimum requirements for professional training as a Specialist in Animal-Assisted Therapy.
	Principles of the human-animal relationship	
	Principles and deeper knowledge of animal-assisted therapy	
	Aspects of project and organisational structure	
	Psychology & pedagogy	
	Human medical principles	
	Ethical principles	
	Selecting and training animals in AAT	
	Veterinary medical and biological aspects	
	Other topics (facultative)	
3.4 Teaching and learning forms	Description of the teaching and learning forms used	The teaching forms used for particular content are to be described (e.g. lecture, seminar, practice, practical project, e-learning, etc.).
4. Performance records	Information on the proof of performance required	Proof of performance is required for active participation in compulsory teaching events, examinations, the completion of practical work experience and the thesis.
4.1. Active participation in compulsory teaching events	Type of documentation showing attendance of compulsory events	Active participation must be proven by at least 80% attendance at the events. Attendance is to be documented.
4.2 Examinations	Examination regulations in writing with number and types of exams implemented, the scoring key, details on those setting the exams and the composition of the Examination Commission, admission requirements for exams, and the possibilities for repeating exams	<ol style="list-style-type: none"> 1. Varying types of examinations can be used. 2. Overall, the scope of examinations must correspond to a written exam with at least 80 questions. 3. Written exams with a range of at least 40 questions must be implemented. 4. Equivalent exam structures (e.g. oral examinations, learning journals, portfolios) are permissible. These must be documented in writing. They must correspond to the scope of a written exam with 40 questions.

4.3 Practical work experience	List of posts available for practical work experience Regulations on practical work experience Regulations for documenting practical work experience	
4.4 Thesis	Regulations regarding theses Names of the examiners	<ol style="list-style-type: none"> 1. Scope of the thesis (50 - 60 pages, excl. photos) 2. Criteria for composition of the written thesis 3. Evaluation criteria <p>Previous theses (topics, authors) are to be listed in writing, updated at least annually, and sent to ESAAT annually.</p>
5. Lecturers	Overview of the lecturers with their particular topics/content The lecturers' qualifications	Brief (!!) curriculum vitae and proof of the lecturers' specific qualifications. The qualifications must be adequate for the topics taught.
6. Target groups	Description of the target group for the course	<p>Only persons who have completed a course of studies in a pedagogic, social, medical or biological field or persons who have completed professional training in an appropriate field are to be accepted.</p> <p>A maximum of 20% of those accepted may have considerable practical experience in an appropriate future professional field. These persons must be able to prove their knowledge of dealing with persons exhibiting disturbed behaviour or with behavioural disorders, mental, physical or speaking disabilities, as well as their experience with animals.</p>
7. Application and acceptance process	Documentation of the application and acceptance process	It must be shown who decides about acceptance and what criteria are used. The specific criteria and selection process by which applicants without a subject-specific basic training, in particular, are selected are to be documented. Strict criteria (e.g. a selection interview) are to be applied here.
8. Costs	Costs of the course	The costs of the training of participants must be specified.
9. Quality assurance and evaluation	Measures for quality assurance and evaluation	Participation in compulsory events and practical work experience is to be documented. A participant survey is to be carried out, at least on completion of the professional training. An overview of grades must be documented for every professional training course. The topics and authors of these must be documented. It is necessary to show how current scientific knowledge is included in the professional training course (e.g. via a Scientific Committee).