Job Task Analysis
for the
Certified Behavior Consultant Canine – Knowledge Assessed
(CBCC-KA®)
Certification Program
Executive Summary of Final Report

Presented to:
Certification Council for Professional Dog Trainers
CCPDT
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by Professional Testing Corporation

Job Task Analysis Background, Purpose, and Methodology

A Job Task Analysis study was undertaken by Certification Council for Professional Dog Trainers (CCPDT) with the assistance of Professional Testing Corporation (PTC). A Task Force delineated the tasks and knowledge areas involved in the profession of canine behavior consulting. A group of Independent Reviewers assessed their work and provided feedback. A survey instrument was designed to validate the tasks and knowledge areas. Demographic questions were included in the survey to determine the backgrounds of the survey respondents. Members of the Task Force also completed a matrix linking the domains with the knowledge areas drawn upon to perform the tasks in each domain.

The survey was prepared and sent electronically to roughly 466 CCPDT certificants. Access to the survey also was provided on several social media sites. Respondents were asked to evaluate the frequency and importance of task statements, the importance of knowledge areas, and the importance of and percentage of time devoted to tasks in each domain. The respondents also were asked to review the eligibility and recertification criteria and determine whether the requirements were appropriate.

The results are being used in the evaluation and revision of the content specifications for the Certified Behavior Consultant Canine – Knowledge Assessed (CBCC-KA $^®$) Examination. This process contributes to the validity of the examination and the quality of the examination program for the CBCC-KA$^®$ credential.

The Job Task Analysis Study

In the fall of 2022, CCPDT established a Steering Committee for the CBCC-KA$^®$ Job Task Analysis (JTA). The Steering Committee consisted of canine behavior consultants who have been active in CCPDT volunteer activities and represented a variety of areas of expertise, levels of experience, and geographic locations. In October 2022, the Steering Committee appointed a Task Force of seven canine behavior consultants to delineate the tasks and knowledge areas involved in the profession of canine behavior consulting, as well as the demographic questions to be used on a validation survey instrument. The Steering Committee, acting in an advisory capacity, provided general guidance to PTC and the Task Force.

Delineation of Domains, Tasks, and Knowledge Areas
The Task Force began by reviewing the sections/domains, tasks, knowledge areas, and demographic questions that were developed in the previous survey conducted in 2018 and were asked to evaluate them against current, best practice. The Task Force determined that it would be appropriate to restructure the tasks to make them more comprehensive, while expanding the knowledge areas to make them more detailed. The domains also were modified to better reflect the updated tasks. The newly worded task statements and knowledge areas were deemed to accurately represent the current profession.

The Task Force set the scales for the survey. The frequency scale for the task statements was set at Regularly (with >75% of clients), Frequently (with 51%-75% of clients), Occasionally (with 25%-50% of clients), and Infrequently (with <25% of clients). The importance scale was set at Extremely Important, Moderately Important, Slightly Important, and Not Important.

A panel of Independent Reviewers provided feedback on the comprehensiveness, clarity, consistency, and relevance of the proposed domains, tasks, knowledge areas, and demographic questions to the field of canine behavior consulting. The Task Force took into consideration the comments from the Independent Reviewers and came to a consensus on which changes would be incorporated into the final text of the survey. The Task Force agreed upon 36 task statements (organized into four domains), 92 knowledge areas, and 14 demographic questions that were included in the final survey. Task Force

members also used a matrix of domains and knowledge areas to indicate which domains draw upon which knowledge areas.

Validation Survey

To confirm the appropriateness of the domains, tasks, and knowledge areas developed by the Task Force, a validation survey was devised, also incorporating demographic questions to help create a profile of the survey respondents. A link to the survey was sent to 466 canine behavior consultants. In addition, notices about the survey were posted on several social media sites. Between February 8 and February 21, 2023, over 153 individuals clicked on a link to the survey, and 98 qualified individuals completed 90% or more of the survey. The responses of the participants who completed the survey were tabulated and cross tabulations of the data according to several of the demographic variables were run. The data collected provided the basis for weighting the domains in the test specifications for the CBCC-KA® certification examination.

In a final session held on April 28, 2023, the Task Force discussed the results of the survey and came to a consensus on which recommendations to make to the Steering Committee concerning the proposed test specifications. The Steering Committee met on May 10, 2023, to review the recommendations made by the Task Force. Both the Task Force and Steering Committee reviewed the demographic data of the survey respondents and agreed that the sample described by the responses appropriately reflects and is representative of the general population of canine behavior consultants in the United States.

Eligibility and Recertification Requirements

In addition to providing demographic information about themselves, the survey respondents were asked to review the current eligibility requirements for taking the CBCC-KA® certification examination and the recertification requirements for maintaining the credential. Out of the 91 respondents who provided feedback about the eligibility and recertification requirements, approximately 73% agreed with the current eligibility requirements and 93% agreed with the recertification requirements. The Task Force and the Steering Committee reviewed this information and decided to retain these eligibility and recertification requirements without modification.

Test Specifications

The survey respondents rated the task statements for frequency and importance, and the knowledge areas for importance. All of the tasks and knowledge areas were found to be at least slightly important and so are included in the test specifications. The calculations for the domain weightings are based on both the percentage of time spent in each domain and the importance ratings of the domains. The knowledge areas were linked to the domains they support. The Task Force and Steering Committee both agreed that the weightings derived from the calculations were appropriate for the CBCC-KA® certification examination test specifications. The CCPDT Board officially approved the new test specifications as shown below:

The CCPDT CBCC-KA® Certification Examination will consist of 200 multiple-choice items, of which 180 are scored operational items and 20 are unscored items.

Domain	Weighting (%)	Number of Operational Items per Domain	Number of Pretest Items Per Domain
I. Applied Behavior Analysis, Operant Conditioning, and Classical Conditioning	35.3	63	7
II. Ethology, Body Language, and Observational Skills	28.9	52	6
III. Health, Development, Life Stages, Anatomy and Physiology	14.3	26	3
IV. Consulting Skills and Best Practices	21.5	39	4

The full content outline, including domain, tasks, and associated knowledge areas, is shown below:

Domain I. Applied Behavior Analysis, Operant Conditioning, and Classical Conditioning (35%)

01. Apply conditioning appropriately and humanely to change behavior
02. Apply behavior analysis
03. Perform functional analysis
04. Identify and set appropriate, measurable goals and criteria
05. Manage people, animals, and the environment for safety, comfort, and success
06. Apply instructional theories
07. Create, adjust, and evaluate effectiveness of behavior change plans
08. Select and use training techniques appropriately and humanely
09. Identify and implement appropriate reinforcement schedules
10. Identify and use reinforcers, enrichment, management, and punishers appropriately
11. Collect and interpret data

Tasks in this domain draw upon the following knowledge areas:
K01, K02, K03, K04, K05, K07, K08, K09, K10, K11, K12, K13, K14, K15, K16, K17, K18, K19, K20, K21, K22, K23, K25, K26, K27, K28, K29, K30, K31, K39, K46, K47, K49, K61, K91

Domain II. Ethology, Body Language, and Observational Skills (29%)

01. Observe, interpret, evaluate, describe, and facilitate interactions between dogs and other animals (including humans)
02. Observe, interpret, evaluate, and describe canine body language and vocalizations
03. Identify, describe, and respond to adaptive and maladaptive canine behavior
04. Identify, describe, and respond to influences of artificial selection, genetics, and environment on behavior
05. Assess and describe predictability, frequency, and intensity of behavior

Tasks in this domain draw upon the following knowledge areas:
K04, K05, K16, K33, K34, K35, K36, K37, K38, K39, K40, K41, K42, K43, K44, K45, K47, K48, K49, K50, K51, K52, K54, K56, K57, K58, K59, K60, K62, K63

Domain III. Health, Development, Life Stages, Anatomy and Physiology (14%)

01. Identify and recommend appropriate physical and mental enrichment
02. Select, fit, and use training and management equipment safely and effectively
03. Arrange/manage the training environment to reduce the risks of injury, disease transmission, and harm
04. Review dog's vaccination and other medical records
05. Analyze and interpret behavior/training history, and training progress records
06. Recognize and respond to dogs' basic physical and mental well-being throughout their life stages

07. Create behavior change/training plans to encompass the developmental and physical needs of the individual dog
08. Incorporate considerations of dog's sense of choice, safety, and control over outcomes, into all work

Tasks in this domain draw upon the following knowledge areas:
K04, K24, K35, K36, K37, K41, K42, K45, K50, K53, K54, K55, K56, K58, K59, K62, K63, K64, K65

Domain IV. Consulting Skills and Best Practices (22%)

01. Consult with clients
02. Teach and coach clients
03. Effectively communicate with clients through speech, body language, and writing
04. Teach clients to recognize and interpret canine body language, vocalizations, behavior, and indicators of health/well-being
05. Identify and resolve conflicts
06. Follow best business, professional, and ethical practices
07. Understand and follow laws, regulations, and ethical guidelines
08. Collect and store dog, client, and business records as appropriate
09. Identify need for, and refer to, veterinarians and other professionals
10. Explain policies and roles/rights/responsibilities to clients
11. Use problem-solving and critical thinking skills
12. Educate clients about their options and the potential impacts of each option

Tasks in this domain draw upon the following knowledge areas:
K03, K04, K06, K07, 09, K10, K11, K13, K20, K21, K22, K23, K25, K26, K27, K28, K29, K30, K32, K40, K41, K43, K44, K45, K60, K61, K64, K65, K66, K67, K68, K69, K70, K71, K72, K73, K74, K75, K76, K77, K78, K79, K80, K81, K82, K83, K84, K85, K86, K87, K88, K89, K90, K91, K92

CBCC Knowledge Areas

K01. Applied behavior analysis

K02. Learning theory

K03. Measurable goal setting

K04. Safety, risk mitigation, injury prevention, and harm reduction

K05. Data collection (e.g., baseline, measure for effectiveness of behavior change plan)

K06. Prioritization of behavior/training concerns

K07. Training techniques (e.g., marking, shaping, fading, luring, chaining, back-chaining, targeting, stimulus control, cuing, social facilitation/modeling, mimicry, capturing, prompting, body blocking, molding)

K08. Behavior change techniques (e.g., reinforcement, punishment, extinction, antecedent arrangement or removal, counterconditioning, desensitization, habituation, flooding, deprivation)

K09. Risks, benefits, and ethical considerations of different training and behavior change techniques

K10. Appropriate and inappropriate reinforcers and punishers for a dog

K11. Timing, location, and delivery of reinforcers

K12. Reinforcement schedules (e.g., continuous, fixed ratio, intermittent ratio, fixed interval, intermittent interval, differential, variable ratio, variable interval)

K13. Equipment for training, behavior change, management, and enrichment

K14. Tools for behavioral evaluation and change, including demonstration, props, primary and secondary reinforcers (e.g., food, live animals, stuffed animals, toys, distractions)

K15. Contingency statements, antecedent-behavior-consequence, and functional analysis

K16. Behavior as observable, measurable, and reproducible

K17. Stimulus (i.e., cues) discrimination and control, generalization, salience, overshadowing, blocking, context effects, and proofing

K18. Sensitization

K19. Promotion of pleasant experiences/avoidance of unpleasant experiences

K20. Criteria setting/changing

K21. Appropriate alternate behaviors

K22. Management as a strategy

K23. Prevention as a strategy

K24. Physical and mental enrichment

K25. Behavior/training logs for clients

K26. Behavior change plans (written, adapted, concluded)

K27. Maintenance plans

K28. Management plans

K29. Emergency plans

K30. Optimal learning environments

K31. Research methods

K32. Scientific literacy

K33. Ethology

K34. Observational skills

K35. Dog vocal signals/vocalizations

K36. Dog body language (e.g., signs of appeasement, distress, eustress, stress, comfort, enthusiasm)

K37. Canine species-specific behavior

K38. Action patterns/motor programs

K39. Predictability, frequency, and intensity of behavior

K40. Bite level/severity of bite and bite inhibition

K41. Impacts, interactions, and behavior of other animals in the household
K42. Effect of environment, including captivity, on behavior
K43. Role of supervision in human-animal interactions
K44. Dog-client compatibility/dog selection process
K45. Resilience
K46. Recovery rate
K47. Common training or behavior problems
K48. Displacement behaviors
K49. Behavioral thresholds
K50. Typical/atypical, adaptive/maladaptive dog behavior
K51. Desirable/undesirable dog behavior
K52. Stereotypies
K53. General health and wellbeing of dogs as contributors to behavior
K54. Anatomy and physiology affecting a behavior
K55. Impact of developmental stages and age on behavior
K56. Socialization
K57. Predation behaviors
K58. Biological basis of behavior (species/breed development)
K59. Effects of artificial selection and selective breeding on behavior (e.g., instinctual behavior that may become undesired)
K60. Common misconceptions about canine behavior (e.g., seek to please, dominance/pack theory, guilt)
K61. Humane treatment and handling of dogs in captivity (e.g., agency, choice, consent-seeking, cooperative care)
K62. Canine specific knowledge (e.g., development, sensory perception)
K63. Canine cognition
K64. Elements of a dog's history (e.g., vaccination records, health, previous training and behavioral issues, reinforcement history, trauma, previous interventions, home environment, daily environment)
K65. Veterinarian releases
K66. Teaching skills
K67. Consulting skills
K68. Coaching skills
K69. Conflict resolution
K70. Critical thinking skills
K71. Problem-solving skills
K72. Instructional theories
K73. Professional competency/case eligibility (working within one's skill set)
K74. Communication skills (verbal, non-verbal, written)
K75. Client-friendly terminology
K76. Feedback (giving/receiving)
K77. Empathy and compassion in consulting
K78. Client motivation (human and non-human animals)
K79. Client assistance and accommodations
K80. Client goals, expectations, and limitations
K81. Confidentiality
K82. Informed consent
K83. Follow-up
K84. Roles, rights, and responsibilities
K85. Ending client relationships
K86. Professional collaboration and/or consultation

K87. Referrals to other professional for issues outside of scope of services/expertise (e.g., veterinarian, other behavior consultant, lawyer, insurance agent)

K88. Documentation and recordkeeping

K89. Safe videotaping and data collection

K90. Business practices and ethics, including contracts and written client/consultant agreements

K91. Policies: Least Intrusive, Minimally Aversive (LIMA), Humane hierarchy, CCPDT Joint Standards of Practice and Code of Ethics

K92. Laws and regulations