

**ANIMAL HANDLER
(Time-Based)**

APPENDIX A

O*NET CODE 39-2021.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

Feed, water, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets and other animals that are not raised for consumption, such as dogs, cats, horses, ornamental fish, birds, and other animals. Work in settings such as kennels, animal shelters, and aquariums.

WORK PROCESSES*

**All apprentices must complete the following Core Work Skills Processes:
(Core Work Skills: 1000 Hours -To Be Completed by All Apprentices)**

	Approximate Hours
A. Workplace Orientation	75
1. Describe workplace organizational structure.	
2. Understand and adhere to all workplace policies, rules, regulations, and procedures.	
3. Adhere to all local, State, and Federal regulations.	
4. Review workplace Code of Conduct as it relates to the humane treatment of animals.	
B. Maintaining Facilities, Tools, and Equipment	125
1. Organize, maintain, and clean animal quarters.	
2. Clean and disinfect tools or equipment.	
3. Maintain animal care equipment, such as feeding devices and cages.	
4. Order and maintain materials, supplies, or equipment; sell products, pet food, or supplies, if applicable.	
C. General Animal Care	400
1. Provide food and water according to schedules and feeding instructions.	
2. Prepare foods or meals, according to instructions, prescriptions, and knowledge of animal species.	

3. Follow procedures to safely transfer animals between facilities/enclosures (when applicable).
4. Exercise animals to maintain their physical and mental health.
5. Perform animal grooming duties (such as: washing, brushing, clipping, etc.), and discuss pet grooming needs with owners/caretakers.

D. Monitoring Animal Health

200

1. Examine and observe animals to detect signs of illness, disease, or injury; contact veterinarians to secure treatment.
2. Assist in administering basic health care or treatment to animals, within regulations (and under supervision of trainer or veterinarian).
3. Provide health and wellness advice to pet owners/caretakers and offer suggestions on basic animal care.

E. Professional Conduct and Communication

100

1. Understand the importance of effective communication and attentive listening.
2. Develop and maintain appropriate and professional relationships; communicate with supervisors and co-workers in a professional and courteous manner.
3. Employ time management methods in prioritizing tasks and assignments.
4. Handle difficult conversations while maintaining a calm and professional demeanor; resolve conflicts and compromise in a respectful manner.
5. Work both independently and in a group setting, with multiple distractions.
6. Demonstrate ability to think creatively and evaluate and implement solutions; discern when to take initiative, make decisions, and when a supervisor is needed.
7. Address problems in a resourceful manner and accept constructive criticism.
8. Participate in training and team building activities.
9. Perform administrative or clerical tasks, answer telephones, and schedule appointments, as necessary.

F. Monitoring Customers and Patrons **50**

1. Monitor interactions between animals and customers/patrons, and ensure they are safe and appropriate.
2. Observe designated animal petting and feeding areas to ensure the safety of humans and animals (if applicable).
3. Respond to questions and inquiries from customers and patrons and provide information about animals.

G. Record Keeping and Documentation **50**

1. Become familiar with workplace computer, software, and database applications.
2. Learn to document/summarize shift updates.
3. Document updates on animal health, diet, behavior, and progress.
4. Record and document animal information (such as: weight, size, food/water intake, treatments received, etc.).
5. Report and document incidents using objective language.
6. Demonstrate appropriate response to animal attacks, accidents, or injuries, and immediately report any encounters or injuries; respond appropriately, and complete proper documentation.

Concentrations 1,000 Hours

Each apprentice must complete 1-2 of the following concentrations. Selection of which concentration(s) will be completed is at the sponsor’s option depending upon their needs.

Number of Concentration(s) Selected	Hours per Concentration
1	1,000
2	500

The following processes/tasks are performed in association with each of the concentrations listed below and include various duties and competencies related to the field but is not meant to be all-inclusive. The specific tasks are to be tailored to the sponsor's requirements.

H. Canine Specialization

1. Nutrition
 - a. Adhere to an appropriate diet for puppies, adult, and senior canines, and learn when to offer appropriate snacks (and frequency of offering).

- b. Mix food, food supplements, formulas, or medications, according to instructions, prescriptions, and knowledge of canine species.
2. Basic Canine Care/Wellness
- a. Understand the importance of exercise in maintaining a healthy weight.
 - b. Maintain a clean and sanitary living space.
 - c. Understand crate training and why it is important.
 - d. Advocate for the best interest of the animal.
 - e. Recognize the importance of cultivating patience and understanding when working with canines and creating a calm and nurturing space.
3. Health
- a. Examine and observe canines to detect signs of illness, disease, injury, or other health emergencies, and immediately notify veterinarian or trainer.
 - b. Recognize the different types of vaccinations offered to canines (such as canine distemper, canine adenovirus (Type 1 and Type 2), parainfluenza, leptospirosis, canine parvovirus, Lyme disease, rabies, etc.).
 - c. Assist in administering basic health care or treatments (Basic First Aid and CPR) as directed by a veterinarian or trainer.
 - d. Familiarize self with household items, foods, and plants that are poisonous to canines.
 - e. Recognize the different types of parasites (such as heartworm), their signs and symptoms, and protocol for treatment.
 - f. Demonstrate knowledge of the symptoms, prevention, and treatment of health issues such as dehydration, vomiting, diarrhea, bloat, etc.
 - g. Understand the importance of isolating canines (when necessary) to avoid spreading illness or contamination to other canines or animals.
4. Grooming
- a. Learn to detect fleas, ticks, skin rashes, and other issues, during grooming.
 - b. Follow proper procedures for bathing, brushing and combing hair, cleaning ears (and detecting ear infections), clipping nails, brushing teeth, etc.

5. Equipment

- a. Learn the different types of collars (such as martingale, flat buckle, snap, and choke collars), their uses, and proper fitting techniques.
- b. Demonstrate the proper way to hold a leash when walking a canine.
- c. Recognize when to use a harness (as opposed to a leash or collar), and how to properly fit a canine.

6. Canine Behavior

- a. Understand how canine body language can display what they are feeling and thinking.
- b. Describe ways in which canines learn (observational learning and associate learning).
- c. Demonstrate awareness of basic canine training concepts and methods (such as consistency, repetition, simplicity, praise, trust, and voice responsiveness), and obedience commands (come, sit, stay, down, heel, place, etc.); understand their role in the handler process.

7. Socialization

- a. Recognize the importance of early exposure for puppies and young canines to other dogs, animals, people; learn when to expose puppies to different surfaces and environments.
- b. Understand the appropriate way to handle a canine that has not been properly socialized and create a plan to promote and nurture their socialization.

I. Equine Specialization

1. Nutrition and Feeding

- a. Adhere to an appropriate diet for horses, and follow daily feed rations; identify appropriate foods, such as grass and alfalfa hay, grass/alfalfa mix, oats, sweet feed, pellets, etc.
- b. Check feed for mold and other foreign matter.

2. Basic Grooming

- a. Identify grooming utensils by name; demonstrate proper use of grooming tools, and how/when they are used.
- b. Adhere to proper methods when grooming or bathing a horse and understand the proper way to safely hold a

horse that is being bathed (such as putting a horse on cross ties).

- c. Describe similarities and differences between grooming styles for various occasions.

3. Tack and Equipment

- a. Identify the names of major parts of the halter and headstall, and the components of a bridle.
- b. Demonstrate ability to safely put a halter on a horse in stall and pasture.
- c. Recognize standard nose band, figure eight nose band and “flash” nose band.
- d. Know the correct names for tack used for saddling and bridling horses for exercise, training, or riding sessions.
- e. Correctly identify different types of bandages, and their uses and applications.

4. Horse Handling

- a. Understand how a horse’s senses (such as touch, smell, hearing, and vision) can impact a groomer’s ability to work safely around a horse.
- b. Describe differences in how horses think, see, hear, smell, touch, learn, and remember compared with other animals.
- c. Understand how a horse uses survival instinct to cope with daily stresses.
- d. Demonstrate how to safely approach/pick up front and rear feet of a horse, hold at a comfortable height, and observe for thrush or other issues.
- e. Demonstrate how to properly enter a stall, approach a horse, put on a halter, tie horses to a wall, pet a horse, pick up a horse’s feet, put on a nose shank, lead out of stall, lead in shed row, lead back in stall, remove halter, and exit stall.
- f. Describe how a horse uses their body to convey anger, pain, alertness, acceptance, and relaxation.

5. Barn Care and Safety

- a. Follow and adhere to appropriate barn and stable protocols to ensure safety and well-being of horses, humans, and other animals.
- b. Apply basic principles of safety and first aid if an accident occurs; immediately notify trainer, veterinarian, or other emergency personnel.

- c. Demonstrate how to set up a stall to facilitate ease of handling horses, and how to properly clean a stall.
- d. Describe how to keep the barn aisle and surrounding area of barn neat and clean and how it benefits the health and well-being of a horse.

6. Health and Wellness

- a. Define normal, caution, and red alert values for body temperature, heart rate (in beats per minute) and respiration rate (in breaths per minute).
- b. Demonstrate taking a horse's temperature using a digital thermometer; estimating a horse's pulse rate at jaw, fetlock joint, and pastern; and estimating a horse's respiration rate at two locations.
- c. Understand procedure for determining if a horse is dehydrated using skin tent test, and mouth characteristics.
- d. Identify symptoms that indicate a horse may be colicky and follow a basic procedure/strategy for dealing with a colicing horse.

Approximate Total Hours 2000

*Apprentices working in correctional facilities unable to perform certain tasks will devote the hours to further master the other tasks and work processes in this outline.

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

ANIMAL HANDLER
APPENDIX B
RELATED INSTRUCTION

Workplace and Safety

1. Basic Workplace Safety and Workplace Policies
2. Knowledge of Local, State, and Federal Regulations and Guidelines
3. First Aid and CPR (6.5 hours)
4. All Applicable Occupational Safety & Health Administration (OSHA) Regulations and Safety Techniques
5. Equipment Safety Operation Practices
6. Sexual Harassment Prevention-must comply with section 201-g of the Labor Law

Animal Safety

1. Basic Animal Safety and Health
2. Basic Animal First Aid and CPR
3. Animal Monitoring (Diet, Physical Condition, Behavior, etc.)
4. Emergency Procedures
5. Safety and Accident Prevention
6. Veterinary and Trainer Referrals

Trade Theory and Science

1. Basic Animal Science:
 - a. Biology
 - b. Anatomy
 - c. Physiology
 - d. Psychology
 - e. Exercise
2. Animal Feeding and Nutrition
3. Animal Care, Welfare, and Health
4. Animal Grooming and Bathing
5. Animal Behavior, Interaction, and Socialization
6. Animal/Human Interactions
7. Basic Animal Obedience and Training

8. Enclosure Maintenance (barn, stable, kennel, petting and feeding areas, etc.)
9. Equipment Maintenance

Job Skills

1. Computer Skills, and Software and Database Applications
2. Time Management Skills, Critical Thinking, and Problem Solving
3. Record Keeping and Documentation
4. Interpersonal Relationships
5. Customer Service and Relations
6. Verbal and Written Communication Skills
7. Public Speaking Skills
8. Business/Retail Operations
9. Basic Math and Budgeting
10. Advertising
11. Inventory, Ordering, and Purchasing

Additional Topics as Required

A minimum of 144 hours of Related Instruction is required for each Apprentice each year.

Appendix B topics are approved by New York State Education Department.