



# Accreditation Program/Application



PSI's Accreditation Program is an in-depth educational coursework that has been tailored exclusively for pet sitters. The curriculum includes topics on Pet Care, Health & Nutrition, Additional Services and Business & Office Procedures. The coursework was developed with input from the most knowledgeable professionals in the pet-care industry.

## What You Get with PSI Accreditation:

Through PSI's Accreditation Program, you can

- Increase your knowledge, skills and competitive edge.
- Earn formal recognition for your commitment to excellence in pet sitting.
- Raise awareness among your customers about what it takes to be a qualified professional pet sitter.

The Accreditation coursework was designed expressly for professional pet sitters, with self-paced home-study courses to fit your busy schedule.

## When you receive your PSI Accreditation, you will receive:

- Certification as a PSI Accredited Pet Sitter with official credentials to display in your office and Client Presentation Book.
- The PSI Accredited Pet Sitter logo to use in your business cards, brochures and other promotional items.
- A 10 percent discount on Pet-Sitter Liability Insurance premiums through PSI.
- A 10 percent discount off registration fees for PSI's annual *Quest for Excellence* Convention.
- A news release will be sent to your hometown media outlets, explaining the significance of the program and announcing your certification.

**Only PSI members are eligible to apply to the Accreditation Program and receive certification as PSI Accredited Pet Sitters.**

## PSI Accredited Pet Sitters

The coursework entails a single level of accreditation, which covers all of the basic areas of knowledge recommended for professional pet sitters. PSI members who pass this coursework will receive certification as PSI Accredited Pet Sitters. Once members sign up for the program, they will have six months to complete the coursework and pass the final exam. The exam is an "Open Book Test," administered by an approved proctor.

**PSI Accreditation Curriculum.** Check out the program contents below, and we think you'll agree that we have covered all the bases when it comes to pet-sitting expertise.

### Pet Care

- Barnyard Pets
- Ferrets
- Birds
- Horses
- Cage Pets
- Livestock
- Cats
- Rabbits
- Dogs
- Reptiles

### Health & Nutrition

- Animal Diseases
- Parasites & Their Control
- Animal First Aid/ Health
- Medical Terminology
- Canine Behavior
- Puppy Care Program
- Exotics Pets: Training & Behavior
- Sanitation
- Feline Behavior
- Senior Pet Care
- Nutrition

### Additional Services

- Basic Grooming for Pet Sitters
- Overnight Sits
- Midday Dog Walking
- Pet Loss & Grief Counseling

### Business & Office Procedures

- Client Interviews
- Customer Service/Customer Relations
- Disaster Planning Guidelines
- Employee Hiring & Management
- Insurance & Bonding
- Marketing & Promotions
- Media Relations
- Networking
- Office Procedures
- Pet Sitter Safety
- Legal Issues
- PSI's Quality Standards of Excellence & Industry Ethics

**Accreditation Renewal.** After obtaining the PSI Accredited Pet Sitter designation, a PSI member will be certified for three years. The renewal process will allow pet sitters to select areas of specialization within each of the four major coursework categories. Pet sitters who were accredited under previous PSI programs will be required to complete the new curriculum coursework when their current status expires.

## Fee Schedule

As always, PSI has worked to ensure that this program is offered at the lowest possible price to its members. We are proud to announce that the cost of the current Accreditation Program is available at substantial savings over previous coursework fees.

### PSI Accredited Pet Sitter

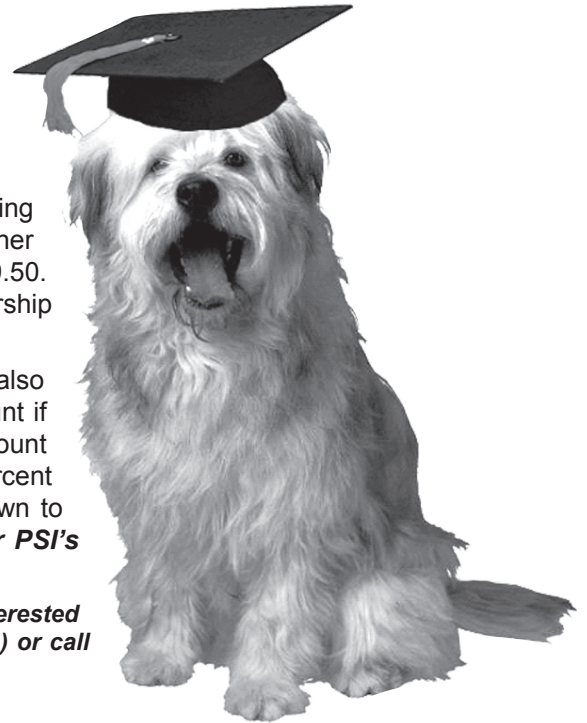
- Coursework Price: \$279
- Renewal for Graduates of Previous Coursework: \$60

### SPECIAL DISCOUNTS\*

**“Partners in Accreditation Discount.”** When one partner in a pet-sitting business enrolls in the Accreditation Program at the regular price, the other business partner can receive the coursework materials for half price--\$139.50. To qualify for this discount, the partner must be included on the PSI Membership Profile in the main name listing or as a Partner in the second-line listing.

**Network Discounts.** The members of PSI-Registered Networks who are also PSI members can receive the coursework materials at a 20 percent discount if five or more people sign up for the course. If 10 or more sign up, the discount will be 25 percent. That means that instead of \$279, the price with the 20 percent discount would be \$223.20 and the 25 percent discount would bring it down to \$209.25. *(Please note that only PSI members are eligible to apply for PSI's Accreditation Program.)*

*\* Online registrations are not set up to calculate these special discounts, so interested members should e-mail PSI Academic Manager Ellen Price (ellen@petsit.com) or call (336) 983-9222, ext 512 to register.*



### PSI Accreditation Program Refund Policy

**Only unopened materials from the program can be returned to PSI within 14 days of the postmark for a refund. Additionally, PSI charges a restocking and administration fee of \$50 that will be deducted from the amount to be refunded.**

If you have questions or need additional information on PSI's Accreditation Program, contact Ellen Price, PSI academic manager, at (336) 983-9222 ext. 316, or e-mail ellen@petsit.com.

## Accreditation FAQs

**Q: Do I have to be a member of Pet Sitters International in order to take the Accreditation course?**

**A: Yes.** This program was developed by PSI exclusively for its members. The coursework was designed to promote high industry standards while providing an inexpensive educational option for PSI members.

**Q: I understand Accreditation status is valid for 3 years. What is involved after that?**

**A:** Six months before your Accreditation expires, PSI will send notification, including information about renewing your Accreditation status. At that time, details of the process will be outlined, including cost and time requirements. There will be opportunities for hands-on workshops as well as options that will allow pet sitters to concentrate in more specialized areas of study.

**Q: I have a degree in Animal Science and am a registered veterinary technician. I don't understand why I cannot get a discount on my pet-sitter liability insurance without going through PSI's Accreditation Program. Why won't you accept my other credentials?**

**A:** There is no other course of study available that compares to the content of PSI's Accreditation curriculum. The coursework covers caring for various species of pets, business and office procedures, health and nutrition for the most common companion

animals and additional services that many pet-sitting services offer to their clients. In recognition of this, Business Insurers of the Carolinas has determined that pet sitters who have passed the Accreditation test are a better insurance risk than average. Therefore, they are able to offer a discount to Accreditation graduates. Any pet sitter who has the background, education and experience can apply for the "Test Out" option and, upon passing the Accreditation test, become eligible for the discount.

**Q: What is a "proctor" and do I have to go somewhere else to take the Final Exam?**

**A:** Your proctor is someone you ask to administer the test when the time comes. We recommend that this be someone you know who is a teacher, pastor, business professional or other person who will be willing to serve in this capacity. PSI will send the proctor the Accreditation Final Exam and the proctor will meet with you to oversee the test-taking process. You and your proctor will agree on a time and place for you to take the test. When you complete the test, your proctor will mail the test back to PSI for grading.

**Q: I don't want to know about caring for reptiles. I specialize in cat care and I'd never accept a pet-sitting assignment for a snake! Why do I have to include the chapter on "Pet Sitting for Reptiles" in order to receive my PSI Accreditation?**

**A:** As noted above, the Accreditation coursework is designed to provide a complete and well-rounded educational experience for a professional pet sitter.

To apply for PSI's Accreditation Program, go online to [www.petsit.com](http://www.petsit.com). Log in to the Members Only pages; click on "Education Center," then "Learn More" in the Accreditation Program section. When you click through "Register" to the Application Form, follow the easy steps to complete the application process and submit payment.

If you would like to receive a written Application Form, or if you have any questions about the program, the testing process or how to apply to become a PSI Accredited Pet Sitter, contact PSI Headquarters at:

**PET SITTERS INTERNATIONAL**  
201 East King Street  
King, NC 27017  
Phone (336) 983-9222, ext 316,  
or e-mail [ellen@petsit.com](mailto:ellen@petsit.com)



If you are not yet a PSI member and want to apply for PSI membership, go online to [www.petsit.com](http://www.petsit.com). Click on "join now" to continue to the membership application page. For membership information, e-mail [info@petsit.com](mailto:info@petsit.com) or call (336) 983-9222, option 1.

# PSI Accreditation Program Application\*

\*Note: For Network Discounts or Partners In Accreditation Discounts, please contact the PSI Office at (336) 983-9222, ext. 512 to register.

## Contact Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ ZIP or Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

## Program Information

- Yes, I'm ready to advance my career as a professional pet sitter through Pet Sitters International Accreditation Program. I am applying for the following coursework:
- PSI Accredited Pet Sitter: **\$279.00**
- Test-Out Option: **\$79.00**
- Renewal for graduates under the previous coursework materials: **\$60.00**

TOTAL DUE: \$ \_\_\_\_\_

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## Form of Payment

- Check or Money Order (*Payable to Pet Sitters International*)
- Charge to my  Visa  Mastercard  American Express (*we cannot accept Discover*)

Card# \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV2 (authorization code) \_\_\_\_\_

Signature \_\_\_\_\_

Total amount sent or charged: \$ \_\_\_\_\_