

## Zoological Technology & Nonprofit Operations

### What is Zoological Technology?

- ❖ "Zoo Tech" is the collection of techniques, skills, methods, and processes used in zookeeping, the related basic tools and scientific investigation.

### What is Nonprofit Animal Care?

- ❖ Nonprofit Animal Care includes the support, operations, and management of a nonprofit animal care facility. Combined with Zoo Tech it provides an all-inclusive study of the related aspects of Professional Animal Care.

## Contact Us

Located just North of the City of Spokane, Washington on Hwy 2 (The Newport Hwy). Mile marker 299.

Cat Tales Zoological Park  
17020 N Newport Hwy  
Mead, WA 99021

Phone: (509) 238-4126  
Email: [mail@cattales.org](mailto:mail@cattales.org)  
Web: [www.zooschool.org](http://www.zooschool.org)

# Cat Tales

## Zoological Training Center



## Zoological Technology & Nonprofit Operations Program

**“There are those of us who are blessed with a love for animals, and we know how much pleasure and support we receive in return.**

**There are also those few, however, who go far beyond us and dedicate their entire lives to the well-being and protection of these invaluable creatures. For them, the personal rewards must be hundred fold.”**

**-- Betty White**

**This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Board, 128 10<sup>th</sup> Avenue SW, Box 43105, Olympia, Washington, 98504; Phone: (360) 753-5662; Web: [wtb.wa.gov](http://wtb.wa.gov); E-Mail Address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)**

## Admission Procedures

### New Students

1. Obtain an application from the Cat Tales Zoological Park, 17020 N. Newport Hwy, Mead, WA. 99021; contact us at our facility by dialing (509) 238-4126 or download the application from the website [www.zooschool.org](http://www.zooschool.org)
2. Return application and registration fee of \$50.00 to the admissions office, located at the same address as the park.
3. Request and return a copy of your transcripts for both your high school (or a copy of G.E.D. completion) and any previous college(s) attended, to the admissions office. Proof of technical status will suffice, if practical.
4. Submit three (3) letters of recommendation from employers or teachers for the program.
5. Submit proof of a recent physical examination, tetanus shot and tuberculosis test.
6. The last step to acceptance is an in person or phone interview that will determine the acceptance or rejection of the applicant. Prior to the personal interview all of the above mentioned items must be on file at the Zoological Training Center. (It is advisable to find out if those things are on file, after mailing them off.)
7. Final notice of your acceptance (or refusal) will be sent to you in letter form. Any specific requirements of applicants will be included.

### Former Students

Students re-applying for a course, either missed with an approved extended leave of absence or a non-passing grade in a subject resulting in dismissal, should submit a petition to the program faculty. After the petition for re-entry to the program or course is submitted the program faculty will notify you, as to approval or denial.

# Cat Tales

## Zoological Training Center

## Zoological Technology & Nonprofit Operations Program

## Table of Contents

Board of Directors	1
Location of School Administration Office	1
Faculty	2,3
Licensing	4
Facilities	4
Attendance Requirements	5
Zoological Technology Program	6
Course Description – Zoo Tech 1.0	6
Course Description – Zoo Tech 2.0	7
Course Description – Main Subject Classes	8
Program Completion and Graduation	8
Calendar	8
Grading System	9
Placement Assistance	9
Fees Schedule / Financial Aid	10
Career Opportunities	10
Cancelation and Refund Policy	11
Conduct Requirements	12
Official Termination Date	12
Student Records and Grades on File	12
Admission Requirements	13
Admission Procedures	14
Former Students	14

## Admission Requirements

All persons applying for admission to the Cat Tales Zoological Training Center must be a minimum of 18 years of age and be a high school graduate. Students must possess a High School Diploma with a GPA of 2.5 or greater, a General Education Development (GED) Diploma, or pass a graded entrance exam.

All applicants must demonstrate freedom from physical handicaps which would affect their ability to safely and satisfactorily perform the responsibilities required of all Zoological Training Center students. This includes, but not limited to, being able to lift 30 pounds and have visual acuity and manual dexterity to maintain safety and prevent physical danger while on school grounds. Students must provide proof of a recent physical examination, tetanus shot and tuberculosis test.

Cat Tales Zoological Training Center encourages diversity and accepts applications from all minorities. Cat Tales Zoological Training Center does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Cat Tales Zoological Training Center acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, Cat Tales Zoological Training Center will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program, some programs require medical documentation because of the rigors of curriculum.

**Please Note** – It is important that all applicants, prospective students, and those with disabilities; thoroughly read the entire catalog/website, the full description of training and the work environment. Cat Tales Zoological Park and Zoological Training Center houses inherently dangerous animals and the students will be working in the proximity of these animals. Though we have STRICT safety rules in place, we do reserve the right to restrict access to areas of the Zoo to any student whom we feel could pose a risk of injury or death to themselves or others, whether intentional or not. Any such restriction could affect a student's ability to benefit from the program as presented. Refer to **Conduct Requirements on Page 12**.

Any applicant owning personal pets must provide proof of current health certificate and shot records for each pet currently living with that applicant. (At no time will personal pets be allowed on the park grounds). For safety reasons the use of guide dogs and service animals is restricted.

## Conduct Requirements

As a student of the Cat Tales Zoological Training Center, you will be expected to meet the requirements of the program. These include classroom hours as well as Park duty and Outreach involvement. The program is designed as an award system providing you with incentives to excel in your studies. Because of the nature of the field of Zookeeping, there is a great deal of emphasis placed on safety. All safety rules must be strictly observed. While the Cat Tales Zoological Training Center is home to some of the most beautiful creatures on earth, the animals at the Park are also the most dangerous. A careless act could result in the serious injury or death to a human or an animal. A student violating safety procedures and regulations, who fails to make satisfactory progress, interferes with other students' work, is insubordinate, boisterous, vulgar or obscene, under the influence of drugs or alcohol, or does not make timely tuition payments is subject to immediate termination from the program. Any student willfully causing harm to, or threatening to cause harm to any animal at the Park will be immediately dismissed from the program and prosecuted to the fullest extent of the law.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

## Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) When the school receives written notice of the student's intention to discontinue training.
- (2) When the student is terminated for a violation of a published school policy which provides for termination.
- (3) When a student, without notice to the institution, fails to attend classes for 30 calendar days.

The student may possibly qualify of a refund according to the published refund policy.

## Student Records & Grades on File

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

## Cat Tales Zoological Training Center COURSE CATALOG

Published – May 2018, Printed - May 2018

## Cat Tales Zoological Training Center

The Zoological Training Center (ZTC) is solely owned and operated by the Cat Tales Zoological Park. All operations and aspects of the school and the Park itself are determined by the Board of Directors and its management committee. Board officers are elected for a one year term. The current list of Officers and Board Members are as follows:

### **PRESIDENT**

Ryan Wyche

### **VICE PRESIDENT**

Justin Jakeway

### **SECRETARY**

Marilyn Valentine

### **TREASURER**

Deborah Wyche

### **OTHER BOARD MEMBERS**

Wendy Cederblom

Douglas Hoiby

## Location of the School Administration Office

**Cat Tales Zoological Training Center**  
**17020 N. Newport Hwy, Mead, WA 99021**  
**(509) 238-4126**

## Faculty

### **Deborah (Debbie) J. Wyche - Instructor**

CEO – Cat Tales Zoological Park

Director / Training Supervisor – Cat Tales Zoological Training Center

#### **Experience and Education**

- ❖ Over 30 years of 24/7 Exotic and Endangered Felid and Wildlife experience.
- ❖ Construction, implementation and management of Cat Tales Zoological Park from 1990 to present
- ❖ Extensive study and instruction in feline anatomy, physiology, husbandry and management, enrichment, exhibit building, zoo management, retail personality, public relations, horticulture, safety and sanitation, operant conditioning, positive reinforcement training, behavior observations and all other aspects pertinent to state of the art zookeeping, big cat handling and zoo management.
- ❖ Lead Instructor for Cat Tales Zoological Training Center for 25+ years.
- ❖ Maintains all local, regional and federal licensing and permits as they relate to animal care, vocational training and nonprofit status.
- ❖ Skill driver (instructor) to increase the job quality and work ethics of students for employers. Specializing in maintaining strict standards under licensing requirements and regulations for major zoological parks throughout the world and ourselves, as our goal is to provide vocational training for the best in the business.
- ❖ Current study includes working toward a better future for wildlife and those who care for it, everything nonprofit including Board Development and Grant writing, and developing an online education program in Zoological Technology to enhance the learning opportunity.
- ❖ Manage all public relations materials including advertising, signage, and web development.

## Cancellation and Refund Policy

### **REFUND BEFORE ENTERING CLASS:**

- (1) A full refund of all money paid if the applicant is not accepted by the school;
- (2) A full refund of all money paid if the applicant withdraws not later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, providing that the applicant has not commenced training;
- (3) After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

### **REFUND AFTER ENTERING CLASSES:**

If training is terminated after entering classes, the student is obligated to the school according to the following formulas or maximum charges:

- (1) If you terminate during the first week or 10 percent of the contracted instructional time, whichever is less, the school may retain 10 percent of tuition cost, plus registration fee (equal to 10 percent of the tuition cost, or \$100, whichever is less);
- (2) If you terminate after the first week or 10 percent of the contracted instructional time, whichever is less but, prior to completion of 25 percent of contracted time, the school may retain 25 percent of the tuition cost, plus registration fee (equal to 10 percent of the tuition cost, or \$100, whichever is less);
- (3) If you terminate after completion of 25 percent and up to 50 percent of contracted instructional time, the school may retain 50 percent of the tuition cost, plus registration fee (equal to 10 percent of the tuition cost, or \$100, whichever is less);
- (4) If you terminate after 50 percent of the contracted instructional time, the school may retain the full tuition cost, plus registration fee (equal to 10 percent of the tuition cost, or \$100, whichever is less).

## Fees Schedule

\* Registration Fee      \$ 50.00

\* Books & Classroom Materials (required)  
(nonrefundable once received)      \$ 275.00

\*\* Tuition cost for Zoo Tech 1.0 –  
Introduction to Zoological Technology & Nonprofit Operations      \$ 795.00

\*\* Tuition cost for Zoo Tech 2.0 –  
Leadership in Zoological Technology & Nonprofit Operations      \$ 795.00

**TOTAL COST OF ZOOLOGICAL TECHNOLOGY PROGRAM**      \$ 1915.00

### \* ONE TIME COST FOR THESE ITEMS

\*\* Tuition payments can be divided into two total installments for the One Year Program. Payment schedule must be arranged in advance.

- Students are required to purchase their own basic personal uniforms.
- Access to a computer is necessary for homework and research assignments and is not provided.
- All work tools, and related training aids which are germane to the course/program are furnished by the school.

## Financial Aid

Currently there is no financial aid offered for this program. Cat Tales Zoological Training Center is not authorized to offer Federal Financial Aid.

## Career Opportunities

Zoo Keeper I - (Entry level)

Zoo Keeper II – (Lead or Senior Keeper)

(requires completion of Zoo Tech 2.0 with honors)

Animal Care Professional with Large Carnivore Experience

Wildlife Rehabilitation

Wildlife / Conservation Educator

Nonprofit Operations

## Faculty - continued

**Margaret Hunter - Office Manager – Executive Assistant**

**Mike Wyche – General Curator (retired)**

Background

- 1990 - 2017: Worked full time at Cat Tales Zoological Park

### ***Additional Instructors:***

**Ryan Wyche – Animal Care and Construction**

Background

- 1990 - Present: Worked full time at Cat Tales Zoological Park

**Wendy Cederblom – Animal Health and Welfare**

Background

- 2000: Graduated from Cat Tales Zoological Training Center
- 2000 - Present: Worked part time at Cat Tales Zoological Park
- Phlebotomist / Washington State Dept. of Health, Health Care Asst. Certificate

**Matt Hearst – Grounds and Equipment Maintenance**

Background

- 2007: Graduated from Cat Tales Zoological Training Center
- 2007-Present: Worked full time at Cat Tales Zoological Park

**Justin Jakeway – Animal Care, Outreach, and Volunteer Coordinator**

Background

- 2013: Graduated from Cat Tales Zoological Training Center
- 2015 - Present: Worked full time at Cat Tales Zoological Park
- 2017 – Present: Volunteer and Intern Coordinator at Cat Tales

**Savannah Fischer – Animal Care and Daily Management**

Background

- 2016: Graduated from Cat Tales Zoological Training Center
- 2016 - Present: Worked full time at Cat Tales Zoological Park

**Taegan Loudon – Animal Care and Daily Management**

Background

- 2017: Graduated from Cat Tales Zoological Training Center
- 2017 - Present: Worked full time at Cat Tales Zoological Training Center

***More information on the Faculty can be found at [www.zooschool.org](http://www.zooschool.org)***

## Licensing

Cat Tales Zoological Park is licensed by the United States Department of Agriculture (USDA), under the Animal Welfare Act, as a Class C exhibitor (All zoos are given that classification.) Cat Tales Zoological Park is also licensed by the Washington State Department of Fish and Wildlife as a rehabilitation center for native species. Cat Tales Zoological Training Center is licensed by the State of Washington as a Professional Trade School. Cat Tales Zoological Park is classified as a non-profit, tax exempt organization by both the federal and state government.

## Facilities

The Cat Tales Zoological Training Center is located on a four acre wooded site north of Spokane, Washington in the rural suburb of Mead. The Zoo is arranged for easy access for the public, providing a walk through pathway in close proximity to the animals' exhibits. The exhibits themselves are designed to be as natural as possible. The staff and students spend the majority of their time outdoors in the Zoo. This provides the best learning environment for animal observations and hands on experience. Classroom time is held either in the classroom and reference library, on the Zoo grounds, or in the main support building which also houses the neo natal nursery/ bird area as well as the animal food preparation area.

Cat Tales Zoological Training Center features an up-to-date facility with a reception area, a computer and animal records room, and a classroom. Training equipment includes a working Zoological Park featuring large carnivores, all tools and supplies germane to the care and training/handling of the animals, and maintenance of the zoo grounds. The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available. The facility is located 5 miles from the closest public transit. This is an ADA accessible facility with handicapped ramps and lavatories. For both animal and human security, Audio & Video Surveillance Equipment is used throughout the zoo property in both public and staff areas. The maximum class size is 10 and the student/teacher ratio is 10 to 1.

## Grading System

Cat Tales Zoological Training Center has established a grading system to ensure that the students graduated will have developed the skills needed to succeed in their chosen field. During the program, students are evaluated for vocational quality and efficiency. Grades are based on practical skills, teamwork, attendance and assignments. Students must maintain at least a 75 percent average to advance to the next quarter. Students are evaluated daily, reviewed for practical skill advancement monthly, and graded quarterly on performance and attendance.

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

A student who fails a course in the program will be allowed to repeat the portion(s) of their training *one time* at a reduced tuition rate of 50% off the original enrollment fee. Should they fail to achieve the required passing grades the second time, they will not be allowed to re-enroll in the program.

## Placement Assistance

Cat Tales Zoological Training Center does not guarantee job placement. A student's ability to benefit from the Zoological Technology Program is taken into consideration upon acceptance to the instructional study and practical internship training required for graduation. Successful completion of the program will provide the graduate with employable skills. When available, networking or recommendation contacts will be provided to improve the possibility of employment to graduates that have shown quality advancement in the Zoological Technology Program.

## Course Description – Main Subject Classes

Main subjects are taught through a combination of classes and practical internship training throughout the program. The contents of the main subject classes are updated to provide the current standards of the animal care industry, including rules and regulations. Main subjects may vary slightly as current emphasis fluctuates to meet the educational needs of the students. Successful completion of all course subjects is required for advancement / graduation.

## Program Completion & Graduation

Successful completion of Zoo Tech 1.0 (or equivalent) and Zoo Tech 2.0 are required for Graduation and to acquire the Zoological Technology Certificate of Achievement.

## Calendar

The Zoological Technology Program start dates are generally in mid to late March, June, September and December. There may be additional or alternate start date due to demand or other circumstances.

Though not required as a participating student; the Animal Care Management may request pre-scheduled attendance due to an animal or other emergency concern. The Zoo will and/or may be open to students during any 24 hour day; any day of the year.

Students are frequently scheduled to begin their days in the fall, spring and summer by 7:30 in the morning. Winter hours vary depending on the weather and commuting conditions. Weekly indoor or outdoor classes continue on throughout the year. The school is closed on Thanksgiving Day and Christmas Day.

The students will be scheduled for their training and instruction at the start of the program, with their weekly/daily attendance requirement determined at that time. In general students will be required to attend 3 days per week at a 10 hour day or the equivalent to equal a 30 hour week. Student attendance will include the above hours scheduled Tuesday through Sunday and a weekend day is required. The day and time of the Main Subject classes will be determined to fit the schedule of the students at the start of the instruction.

## Attendance Requirements

The Zoological Technology Program start dates are generally in mid to late March, June, September and December. There may be additional or alternate start dates due to demand or other circumstances. For current start dates, contact the office or go to [www.zooschool.org](http://www.zooschool.org).

Though not required as a participating student; the Animal Care Management may request pre-scheduled attendance due to an animal or other emergency concern. The Zoo will and/or may be open to students during any 24-hour day; any day of the year. Students are frequently scheduled to begin their days in the fall, spring and summer by 7:30 in the morning. Winter hours vary depending on the weather and commuting conditions. Weekly indoor or outdoor classes continue throughout the year. The school is closed on Thanksgiving Day and Christmas Day.

The students will be scheduled for training and instruction at the start of the program, with their weekly/daily attendance requirement determined at that time. In general students will be required to attend 3 days per week at a 10-hour day or the equivalent to equal a 30-hour week. Student attendance will include the above hours scheduled Tuesday through Sunday, including at least one weekend day. The day and time of the Main Subject classes will be determined to fit the schedule of the students at the start of the instruction.

The Zoo Tech 1.0 course and the Zoo Tech 2.0 course each consist of 720 practical clock hours broken down into 24 weeks of 30 hours per week. Completion of the Zoological Technology Program consists of 1440 practical clock hours broken down into 48 weeks of 30 hours per week.

Students will be required to be on the zoo grounds for a maximum of (10) ten hours per day. Full time employment or opposing work schedules are not recommended as they may interfere with progress in the program. Students will receive two weeks off each quarter (either during or between quarters). The scheduling of such time off must be approved by the instructors to ensure proper support for the animals under the care of the students. Also, other time off for special circumstances may be arranged at the discretion of the instructors and will be considered on an “as needed” basis.

Clock hours must be kept current regardless of time off granted. Any other absences must be made up prior to the completion of the quarter in which they occurred. Failure to make up missed classes or Zoo duties will result in no grade given and dismissal from the program. Unless specified, without written notice, the dismissal date will be as described in the **“Official Termination Date” section of page 12.**

## Zoological Technology Program

The Zoological Technology Program (Zoo Tech) is designed to develop animal related skills and the supporting people relationships inherent to success in a professional animal care setting. Understanding the backbone and front side of a nonprofit organization is an important part of the program.

## Course Description - Zoo Tech 1.0

### Introduction to Zoological Technology and Nonprofit Operations

**Zoo Tech 1.0** is the all inclusive beginning to understanding people/animal relationships and the role of public relations and teamwork in professional animal care. It is broken down into 2 parts that are taught consecutively. For ease of understanding what is covered in **Zoo Tech 1.0**, the descriptions are divided into two parts.

The **Zoo Tech 1.0** course consists of 24 clock hour weeks at 30 hours per week. A minimum of 720 hours of practical internship training is required to complete the **Zoo Tech 1.0** course.

In the **Zoo Tech 1.0 – Introduction to Zookeeper Techniques** instruction and applied skills, students will learn through classes and practical internship training, basic husbandry and management of zoo animals, using the animals located at the Park for illustration of technique. This includes, but is not limited to, safety and emergency protocol, cleaning and maintenance of exhibit and holding areas, sanitation, nutrition, diet preparation, record keeping, behavior observation, animal enrichment, back-up and lead zoo keeping, and related government regulations.

In the **Zoo Tech 1.0 – Introduction to Nonprofit Operations** instruction and applied skills, students will learn through classes and practical internship training, various aspects of basic nonprofit zoo support and operations including, but not limited to, public relations, fund raising, public education, exhibit and grounds maintenance, construction and horticulture. This training is accomplished on the Park grounds.

## Course Description – Zoo Tech 2.0

### Leadership in Zoological Technology and Nonprofit Operations

❖ **Prerequisite Zoo Tech 1.0, or Equivalent Experience** (To be determined by the Review and Acceptance Committee)

**Zoo Tech 2.0** covers more advanced study and implementation of the skills taught in **Zoo Tech 1.0** with the concentration on Leadership skills and an introduction to Small Zoo Management. The management skills taught can be utilized in many business applications as the student will learn a comprehensive background to the structure of an animal/people related nonprofit. For ease of understanding what is covered in **Zoo Tech 2.0**, the descriptions are divided into 2 parts and are taught consecutively.

The **Zoo Tech 2.0** course consists of 24 clock-hour weeks at 30 hours per week. A minimum of 720 hours of practical internship training is required to complete the **Zoo Tech 2.0** course.

In the **Zoo Tech 2.0 – Leadership in Zoological Technology** instruction and applied skills, students will learn through classes and practical internship training, professional animal care as a Lead Zoo Keeper. Classes and practical internship training will review instruction covered in **Zoo Tech 1.0**. Using the animals located at the Park for illustration of technique, students will implement the training of specified animals in operant conditioning in protected and/or free contact. Other areas of instruction and implementation will include, but are not limited to, advanced enrichment, field research, handling and training of program animals used in onsite and off site conservation education programs, related neonatal and young animal care, geriatric animal concerns, veterinary science, rehabilitation for release, and employment readiness.

In the **Zoo Tech 2.0 – Leadership in Nonprofit Operations** instruction and applied skills, students will learn through classes and practical internship training, aspects of Zoological Management including, but not limited to, nonprofit fund raising, public education and relations, staffing and scheduling, volunteer training, local, regional and federal regulations, licensing, inspections, acquisition and disposition of the animal collection, advanced record keeping, networking, inventory, zoo science, and emergency protocol.