Certification Examination for PROFESSIONAL DOG TRAINERS – Knowledge Assessed

Handbook for Candidates

SPRING 2013 TESTING PERIOD
Application Deadline: January 11, 2013
Testing Period Begins: Saturday, March 9, 2013
Testing Period Ends: Saturday, March 23, 2013

FALL 2013 TESTING PERIOD
Application Deadline: July 12, 2013
Testing Period Begins: Saturday, September 7, 2013
Testing Period Ends: Saturday, September 21, 2013
Mission Statement

The Certification Council for Professional Dog Trainers® serves to establish and maintain recognized standards of competence for animal training and behavior professionals through criteria based on experience, standardized testing, skills and continuing education, and identifies those individuals to the public.

Guiding Principles of The Certification Council for Professional Dog Trainers

- To develop a recognized standard of proficiency and scientific exactitude for animal training and behavior professionals through an independent, not for profit certification process of standardized testing.
- To maintain current, empirically validated certification examinations that are psychometrically sound, based on scientific content in the field and independent of commercial influence.
- To recognize documented training and behavior experience as valid, functional criteria relevant to the certification process.
- To encourage growth in and fluency of knowledge in the field, and thus foster a link in the community of trainers, behavior consultants, academics, veterinarians and veterinary staff, breeders, rescues, shelters, and other animal professionals.
- To benefit animal and human welfare by promoting strategies and methods based on humane practices as supported by current scientific research.
- To promote and protect The Certification Council for Professional Dog Trainer designations as the publicly recognized credential of animal training and behavior professionals committed to education, experience, and professional excellence.

Position Statements

The CCPDT adheres to a humane hierarchy in animal training. Please review our Humane Hierarchy position statement, found on our website at www.ccpdt.org. We also support the Punishment Position Statement of the American Veterinary Society of Animal Behavior (AVSAB) which can be found on their website at www.avsabonline.org.

Certification

The Certification Council for Professional Dog Trainers (CCPDT®) endorses the concept of voluntary, periodic certification by examination for all animal training and behavior professionals. Certification focuses specifically on the individual and is an indication of relevant current knowledge in a specialized area of practice. Certification for animal training and behavior professionals is highly valued and provides formal recognition of basic knowledge.

The CCPDT reserves the right to change any of the requirements concerning its Certified Professional Dog Trainer - Knowledge Assessed® (CPDT-KA®) credential, including but not limited to the eligibility requirements, examination content, recertification requirements, fees, use of the mark, name of the mark, and the website. Information published in the current version of the CPDT-KA Handbook for Candidates on The CCPDT website supersedes all other printed or electronic versions of this Handbook. Neither the Handbook, the examination application form, the examination, nor The CCPDT credential constitutes a contract between the candidate or the certificant and The CCPDT.
**Purposes of CPDT-KA Certification**

To promote delivery of safe and effective dog training through the certification of qualified professional dog trainers by:

1. Recognizing formally those individuals who meet the eligibility requirements of The CCPDT and pass the Certification Examination for Professional Dog Trainers - Knowledge Assessed.

2. Encouraging continued professional growth in the practice of professional dog training.

3. Establishing and measuring the level of knowledge and skills required for certification in professional dog training.

4. Providing a standard of knowledge and skill requisite for certification; thereby, assisting the employer, public, and members of the professional dog care industry in the assessment of the professional dog trainer.

**Eligibility Requirements**

1. At least 300 hours experience in dog training within the last five (5) years. Two hundred twenty-five (225) hours (75%) of experience must be actual teaching hours (group class, private lessons) as a Head Trainer or Instructor. Seventy-five (75) hours (25%) of experience can be in other related areas such as working with shelter animals, assisting in classes, working as a veterinary technician or groomer (bather position not applicable).

A Head Trainer or Instructor is defined as the individual responsible for running the class or private session. There is only one Head Trainer per class. The Head Trainer responsibilities must include much of the following:

- Prepares lesson plans and curriculum
- Prepares homework and handouts
- Works with both owners and the dogs; a session where the trainer is working only with the dog and not the owners does not qualify for Head Trainer hours
- Decides which tools are appropriate for each class/client
- Designs room layout, timing, and schedule for each class
- Manages people, dogs, and environment for everyone’s safety
- Is responsible for class goals being met

Although an Assistant Trainer may complete some of the above responsibilities, they will generally only complete a fraction of the above and will generally only teach a portion of the entire class. An Assistant Trainer will not typically be responsible for the overall running of the class. A Trainer who teaches only a segment or portion of the class will not qualify as a Head Trainer.

It is important to note that the person’s title does not determine whether or not they can take credit for the class hours. For example, a trainer may be employed as a Head Trainer and typically teach as the Head Trainer. If this trainer assists another trainer in class, the trainer would not be able to claim any credit for those classes.

Occasionally, it has been necessary to verify the experience of a candidate, even after passing the examination. It is advised that a document listing your experience with names and contact information be kept in a safe place for future verification.

2. A high school diploma or GED equivalent.
3. A total of three (3) references dated no earlier than six (6) months prior to the examination date. Required references are as follows:
   - One (1) from a veterinarian.
   - One (1) from a dog training client.
   - One (1) from a colleague in the canine training and behavior profession.

4. Completion and filing of an application for the Certification Examination for Professional Dog Trainers - Knowledge Assessed.

5. Signing and filing The CCPDT Code of Ethics.

6. Copy of a current government-issued photo id.

7. Payment of required fee.

Appeals on Eligibility

Candidates who have been deemed ineligible to sit for the examination may appeal in writing to The Appeals Committee of The CCPDT. The letter must be accompanied by supporting documentation. The appeal must be received within twenty-one (21) calendar days after the postmark on the notice of ineligibility sent to the candidate. The Appeals Committee will review the appeal and notify the candidate in writing of its decision within ten (10) business days of receipt of the written appeal.

Non-discrimination

The Certification Council for Professional Dog Trainers does not discriminate against any individual on the basis of race, color, ethnicity, national origin, gender, age, disability, physical limitation, marital or familial status, sexual orientation, religion, political beliefs or any other characteristic prohibited by law.

Administration

The Certification Program is sponsored by The Certification Council for Professional Dog Trainers. The Certification Examination for Professional Dog Trainers - Knowledge Assessed is administered for The CCPDT by the Professional Testing Corporation (PTC), 1350 Broadway – 17th Floor, New York, NY 10018, (212) 356-0660, www.ptcny.com. Prior to taking and passing the examination, questions concerning the examination should be referred to PTC.

Certification and Recertification

Eligible candidates who pass the Certification Examination for Professional Dog Trainers - Knowledge Assessed are eligible to use the designation, Certified Professional Dog Trainer - Knowledge Assessed (CPDT-KA), after their names and will receive a certificate verifying their certified status from The CCPDT. This certificate is the property of The CCPDT. A registry of Certified Professional Dog Trainers – Knowledge Assessed will be maintained by The CCPDT. Certified Professional Dog Trainers - Knowledge Assessed names and contact information may be posted on The CCPDT website at www.ccpdt.org.
The Certified Professional Dog Trainer - Knowledge Assessed designation is recognized for a period of three (3) years at which time the certificant must have accumulated continuing education credits at CCPDT approved programs and meet any new requirements or measures of qualification. Alternatively, the certificant may opt to retake and must pass the current Certification Examination for Professional Dog Trainers - Knowledge Assessed in order to maintain the credential.

**Revocation of Certification**

Certification will be revoked for any of the following reasons:

1. Falsification of any part of an application.
2. Conviction on charges of animal cruelty or neglect.
4. Violation of The CCPDT Code of Ethics.

The Appeals Committee of The CCPDT provides the appeal mechanism for challenging revocation of CCPDT Certification. It is the responsibility of the individual to initiate this process.

**Application Procedure**

To obtain additional copies of this Handbook for Candidates and application for the Certification Examination for Professional Dog Trainers - Knowledge Assessed, contact the Professional Testing Corporation, 1350 Broadway - 17th Floor, New York, NY 10018, (212) 356-0660 or visit The CCPDT website at [www.ccpdt.org](http://www.ccpdt.org).

Read and follow the directions on the application and in this Handbook for Candidates.

**Completion of Application**

Complete and fill in all information requested on the application. Mark ONE response only unless otherwise indicated. Please ensure that all responses are legible.

**NOTE:** The name you enter on your application must match exactly the name listed on your government-issued photo ID, such as driver’s license or passport.

**CANDIDATE INFORMATION:** Starting at the top of the application, print your name, address, daytime phone number, evening phone number, and email address. If you are a CPTDT-KA and are taking the exam to renew your certification, include your CPDT-KA certificate number.

**ELIGIBILITY AND BACKGROUND INFORMATION:** Complete the items regarding your eligibility to take the Certification Examination for Professional Dog Trainers – Knowledge Assessed and your background in dog training.

**EMPLOYMENT INFORMATION:** Complete the items regarding your current employment situation.

**OPTIONAL:** These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your eligibility to take this examination nor will it affect your test results.
**CANDIDATE SIGNATURE:** When you have completed all required information, sign and date the application in the space provided.

**CANDIDATE REFERENCE SHEETS:** The following references are required in order to be eligible to sit for the Certification Examination for Professional Dog Trainers – Knowledge Assessed: one from a veterinarian, one from a dog training client, one from a colleague. Distribute the appropriate reference sheet to reference sources who know you well enough to provide information about your dog training knowledge and skills and ask them to complete the reference sheet, seal it in an envelope, sign across the sealed back flap, and return it to you.

**SUBMITTING THE REFERENCE SHEET:** Each referring individual must return the completed reference sheet in a signed, sealed envelope to the candidate. Candidates **MUST** submit all three (3) references in their signed, sealed envelopes with the application, fee and the other required documents to the Professional Testing Corporation.

**CODE OF ETHICS:** All candidates must agree to adhere to The CCPDT Code of Ethics and submit a signed copy with their application.

Mail the application, Code of Ethics, references, copy of a current government-issued photo id and the appropriate fee (see FEES below) in time to be received by the deadline shown on the cover of this Handbook to:

**CPDT-KA Examination**  
1350 Broadway – 17th Floor  
New York, NY 10018

**Fees**

Application fee for the Certification Examination for Professional Dog Trainers - Knowledge Assessed:

**COMPUTERIZED EXAMINATION**

- Professional Organization Member (*) ... $335.00
- Non Member ........................................ $385.00

(*) APDT, IAABC, CAPPDT Members

**NON-COMPUTERIZED EXAMINATION**

Please contact the Professional Testing Corporation at (212) 356-0660 or via email at administrator@ccpdt.org for pricing information.

Make check or money order payable to: **CCPDT EXAMINATION**

Visa, MasterCard, and American Express are also accepted. Please complete the credit card payment form on the application.

**Refunds**

There will be no refund of fees. Candidates unable to take the examination as scheduled may request a transfer to the next examination date if the request is submitted with the transfer fee of $205 and received within thirty (30) days after the testing periods ends.
Changing Your Examination Appointment

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 211-2754 no later than 12:00 PM Eastern Time of the second business day PRIOR to your scheduled appointment.

Examination Administration

The Certification Examination for Professional Dog Trainers - Knowledge Assessed is administered during an established two-week testing period at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States and Canada. Please note: Hours and days of availability vary at different centers. Scheduling is done on a first-come, first-served basis. To find a testing center near you visit: http://www.ptcny.com/cbt/sites.htm or call PSI at (800) 211-2754. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

If you do not reside within North America, please contact the Professional Testing Corporation at (212) 356-0660 or via email at administrator@ccpdt.org for information about how to schedule an examination.

Testing Software Demo

A tutorial and testing software demonstration test can be viewed online at:

- http://www.ptcny.com/cbt/demo.htm

This online tutorial may give you an idea about the features of the testing software.

Scheduling Your Examination Appointment

Once your application has been received and processed, and your eligibility verified, you will be mailed an Eligibility Notice from the Professional Testing Corporation. The Eligibility Notice plus a current government-issued photo identification must be presented in order to gain admission to the testing center. A candidate not receiving an Eligibility Notice or other correspondence at least three (3) weeks before the beginning of the two-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

It is highly recommended that each candidate becomes familiar with the testing site before the scheduled test date.
Online Practice Examination

Candidates can experience what the computerized test will be like by taking an online practice exam. This fifty (50) question practice test gives a glimpse into the CPDT-KA exam using actual questions which have been retired from past forms of the examination. Scores by content area are provided upon completion. This is an opportunity to experience taking the computerized exam, to review content included in the Certification Examination for Professional Dog Trainers – Knowledge Assessed, and to learn more about question format and style. Two (2) hours is allotted to complete the fifty (50) questions for a fee of $60. The examination can be found at The CCPDT website at www.ccpdt.org.

Individuals with Special Needs

Special testing arrangements will be made for individuals with special needs. Submit the completed application package, examination fee, and a completed and signed Request for Special Accommodations Form available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for special testing for individuals with special needs must be received at least EIGHT (8) weeks before the start of the testing cycle.

Rules for the Examination

1. Electronic devices, including but not limited to, cell phones, pagers, palm pilots, alarms, smartphones, Bluetooth type devices, MP3 players (IPOD, I-Touch, etc.) cannot be operative during the examination.

2. No books or other reference materials may be taken into the examination room.

3. No test materials, documents, or memoranda of any sort are to be taken from the examination room.

4. No questions concerning content of the examination may be asked during the testing period. The candidate should listen carefully to the instructions given by the Proctor.

5. No dogs are permitted in the testing center except service dogs.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room and cancellation of your test scores.

Report of Results

Candidates will be notified by mail within four (4) weeks of the close of the testing period whether or not they have passed the Certification Examination for Professional Dog Trainers - Knowledge Assessed. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will also receive a certificate from The CCPDT.

Passing Score

The method used to set the passing score for the examination is in accordance with standard criterion-referenced passing score standards. The passing score is set by The Certification Council for Professional Dog Trainers using generally accepted psychometric principles and methods to determine what constitutes a competent dog training professional. Each candidate is measured against a standard of knowledge not against the performance of other individuals taking the examination.
Examination Challenges

It is the policy of The Certification Council for Professional Dog Trainers to provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions. Candidates may submit a complaint in writing to The CCPDT’s administrative offices no later than fourteen (14) calendar days after taking the examination. Complaints and challenges must be communicated in writing and within this time frame. The CCPDT will NOT consider late challenges or complaints, or challenges or complaints not submitted in writing.

All challenges and complaints shall receive The CCPDT’s full attention. The CCPDT shall investigate each challenge or complaint and acknowledge it in writing to the complainant.

Re-examination

The Certification Examination for Professional Dog Trainers - Knowledge Assessed may be taken as often as desired upon filing of a new application (including all application components as defined in Eligibility Requirements above) and payment of the examination fee. There is no limit to the number of times the examination may be repeated.

Confidentiality

The CCPDT will release the individual test scores ONLY to the individual candidate and only by mail. Any questions concerning test results should be referred to The CCPDT or the Professional Testing Corporation.

Content of Examination

1. The Certification Examination for Professional Dog Trainers - Knowledge Assessed is composed of a maximum of two hundred fifty (250) multiple-choice, objective questions with a total testing time of four (4) hours.

2. The content for the examination is described in the Content Outline of this Handbook.

3. The questions for the examination are obtained from individuals with expertise in dog training and are reviewed for construction, accuracy, and appropriateness by The CCPDT.

4. The CCPDT, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

5. The Certification Examination for Professional Dog Trainers - Knowledge Assessed will be weighted in approximately the following manner:

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<tr>
<td>Instruction Skills</td>
<td>32%</td>
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<tr>
<td>Animal Husbandry</td>
<td>6%</td>
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<tr>
<td>Ethology</td>
<td>20%</td>
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<tr>
<td>Learning Theory</td>
<td>32%</td>
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<td>Equipment</td>
<td>7%</td>
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<tr>
<td>Business Practices and Ethics</td>
<td>3%</td>
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</table>
Content Outline

I. Instruction Skills
   A. Interpersonal Skills
      1. communications
         a. verbal communication skills
         b. written communication skills
      2. interacting with clients
         a. clients with special needs
         b. addressing client compliance
         c. addressing environmental challenges
         d. classroom Management
   B. Teaching Skills
      1. learning styles
      2. development and design of lesson plans/curriculum
      3. development of handouts
      4. knowledge of available resources
      5. selection and use of demonstration dogs
   C. Managing the Training Environment
      1. safety
      2. physical Layout
      3. distractions/disruptions

II. Animal Husbandry
   A. General Health
      1. vaccinations and titers
      2. basic grooming
      3. contagious disease
      4. parasites
   B. Physical and Behavioral Symptoms Suggesting Veterinary Referral
   C. Situations that Indicate Limiting Training
   D. General Nutrition
   E. Spay/Neuter

III. Ethology
   A. Domestication
   B. Development
      1. physical
      2. behavioral
      3. social
   C. Body Language
      1. distance increasing behaviors
      2. distance decreasing behaviors
      3. stress indicators/displacement behaviors
      4. characteristics limiting communication
   D. Physical and Sensory Characteristics

IV. Learning Theory
   A. Modification Strategies
      1. reinforcement
         a. positive
         b. negative
In the following questions, choose the one best answer.

1. If an owner calls before class and says that his puppy has had diarrhea for the past two days, the trainer should
   a. advise the owner to change the puppy’s food.
   b. tell the owner not to worry as diarrhea is common in puppies.
   c. tell the owner not to bring the puppy to class and to call the veterinarian.
   d. ask the owner for more details to determine whether the puppy should come to class.

2. Which of the following information would be most important to obtain before a dog comes to class?
   a. Dog’s name, breed, and sex
   b. Number of people living with the dog
   c. Whether there are any children living in the household
   d. Vaccination history and information about behavior
3. Which of the following are most important for the average pet dog owner to learn from a puppy class?
   a. How to teach the dog to sit and do tricks
   b. How to teach the dog precision heeling and straight sits
   c. How to housetrain the dog and control mouthing/chewing
   d. How to recognize and deal with aggression toward dogs and children

4. A slip collar should not be left on an unsupervised dog because
   a. the collar may loosen and slip off the dog.
   b. the dog may catch the collar on something and strangle.
   c. the dog can only tolerate the collar for a short period of time.
   d. it is difficult to put identification tags on this type of collar.

5. When an unpleasant stimulus is removed following a response, which of the following is used?
   a. Shaping
   b. Negative punishment
   c. Positive reinforcement
   d. Negative reinforcement

6. How should a dog trainer handle an owner with limited mobility?
   a. Refer owner to another trainer
   b. Tell the owner to bring a friend to assist
   c. Train the dog and when the training is completed, give the dog back to the owner with written instructions
   d. Discuss a variety of options and agree on reasonable accommodations

7. A frightened dog may display which of the following behaviors?
   a. Plays tug with owner
   b. Wags tail with ears forward
   c. Mounts other dogs in class
   d. Is unable to focus on owner and looks everywhere

8. Which of the following is the most appropriate type of equipment for a dog with a collapsed trachea?
   a. Prong
   b. Harness
   c. Limited slip
   d. Leash that beeps when dog pulls

9. Which of the following conditions is common in large, deep-chested breeds and is associated with exercise, excessive food and water intake, or stress?
   a. Bloat
   b. Cancer
   c. Hip dysplasia
   d. Low blood glucose

**CORRECT ANSWERS TO SAMPLE QUESTIONS**
1.c; 2.d; 3.c; 4.b; 5.d; 6.d; 7.d; 8.b; 9.a
REFERENCES
The following list of references may be of some help in preparing for the examination. This list does not attempt to include all acceptable references nor is it suggested that the Certification Examination for Professional Dog Trainers – Knowledge Assessed is necessarily based on these references.

Instruction Skills


Sdao, Kathy. (2012). What Not to Err: Training Mistakes that Create Headaches for Dogs. Tawzer Dog LLC.

Wilde, Nicole. (2003). It’s not the dogs, it’s the people! Phantom Publishing.


Animal Husbandry

Ethology


**Learning Theory**


**Equipment**

Animal Behavior Resources Institute. [www.abrionline.org](http://www.abrionline.org)


**Business Practices and Ethics**


**Additional Animal Behavior & Training Resources**


Certification Council for Professional Dog Trainers®

Policy

Code of Ethics

Purpose

The Certification Council for Professional Dog Trainers (The CCPDT®) Code of Ethics provides The CCPDT certificants/candidates with a set of guidelines and goals designed to assist certificants/candidates in the ethical challenges of their work and elevate the level of professionalism in dog training and behavior consulting. Additionally, The CCPDT will apply the Code of Ethics as a set of enforceable standards which certificants/candidates must agree to abide by in order to retain certification by The CCPDT.

Policy

A certificant/candidate of The CCPDT affirms to abide by the following:

1. to operate as a certificant/candidate without discrimination on the basis of race, color, ethnicity, national origin, gender, disability, physical limitation, marital or familial status, sexual orientation, religion or political beliefs.
2. to assist clients in establishing humane, realistic training and behavior goals in accordance with The CCPDT Humane Hierarchy Position Statement.
3. to understand and fully comply with The CCPDT Training and Behavior Practices Policy.
4. to utilize training and behavior modification methods based on accurate scientific research, emphasizing positive relationships between people and dogs and using positive reinforcement-based techniques to the maximum extent possible.
5. to always provide for the safety of clients and animals in training programs and behavior consultations.
6. to act with honesty and integrity toward clients, respecting their legitimate training and behavior goals and the autonomy of their choice, provided they conform to societal and legal standards of humane treatment for their pet.
7. to refrain from public defamation of colleagues, respecting their right to establish and follow their own principles of conduct, provided those principles are ethical and humane according to The CCPDT Humane Hierarchy Position Statement.
8. to provide truthful advertising and representations concerning certificant/candidate qualifications, experience, performance of services, pricing of services and expected results; to provide full disclosure of potential conflicts of interest to clients and other professionals.
9. to refrain from providing guarantees regarding the specific outcome of training.
10. to use properly authorized logos and credentials provided by The CCPDT when marketing in print or electronic media.
11. to obtain written informed consent from any client prior to photographing, video or audio recording a dog training session.
12. to work within the professional boundaries of The CCPDT certifications and individual expertise and refrain from providing diagnosis, advice or recommendations in areas of veterinary medicine or family counseling unless certified to do so. This does not preclude referring the client to a veterinary or behavior consulting professional.
13. to maintain and respect the confidentiality of all information obtained from clients in the course of business; to refrain from disclosure of information about clients or their pets to others without the client’s explicit consent, except as required by law.
14. to be aware of and comply with applicable laws, regulations and ethical standards governing professional practices, treatment of animals (including cases of neglect or abuse) and reporting of dog bites in the state/province/country when interacting with the public and when providing dog training or behavior consulting services.

15. to keep accurate and complete records of clients, their animals and the training and behavior services provided; to ensure secure storage and when appropriate, confidential disposal of such records.

16. to refrain from accepting financial remuneration for referrals to other professionals with the exception of nominal gifts (such as a pen or coffee mug) and to refrain from other business relationships that may affect the scope and quality of services offered to clients.

17. to continue professional development as required for maintaining The CCPDT credentials in accordance with the policies of The CCPDT.

18. to maintain and respect the confidentiality of the contents of any and all certification examinations of The CCPDT.

**Enforcement of The CCPDT Code of Ethics**

The CCPDT Code of Ethics must balance the ability of the certificant/candidate to ethically function within the dog training and behavior consulting professions while providing provisions for The CCPDT to enforce the standards by which certificants/candidates have agreed to abide. The CCPDT Board of Directors will use the following enforcement provisions:

- Code of Ethics violations will be investigated using the timeline and procedure outlined in The CCPDT Complaint Policy (found at www.ccpdt.org under Governing Documents).
- The investigation will be completed within thirty (30) days after receiving all necessary documentation from involved parties. In the event documentation cannot be obtained, The CCPDT will record as fully as possible why this could not be completed and close the investigation.
- Upon completion of the Code of Ethics investigation where a certificant is found to have violated the Code of Ethics, the Board will vote within thirty (30) days to determine if the certification will be revoked.
- A former certificant may reapply for certification (by taking the required exam; no CEUs will remain valid from the recertification period wherein certification was revoked) after one (1) year from the revocation date. If certification is revoked, the individual may contact The CCPDT Board of Directors to request to reapply for certification. The Board of Directors will respond to the individual within thirty (30) days of receipt of the request for recertification. If approved, the individual will be eligible to take the current version of the examination during the next available testing period.
- Former certificants seeking recertification may only recertify for the credential that was revoked. If the individual successfully applies for and receives recertification status, then the individual may apply for other examinations per the current guidelines of The CCPDT Candidate Handbook.
- If certification is revoked and recertification is not sought, the individual is ineligible for all other CCPDT examinations.
- If a candidate does not pass a CCPDT examination but is notified of a violation of the Code of Ethics, the individual may provide The CCPDT Board of Directors with an appeal as to why the violation of the Code of Ethics should not disqualify him/her from taking the certification examination again. The Board of Directors will respond to the individual within thirty (30) days of receipt of the request for examination. If approved, the individual will be eligible to take the current version of the examination during the next available testing period.

I have read the Code of Ethics of The Certification Council for Professional Dog Trainers and agree to abide by this code in my dog training and/or behavior consulting practice.

Signature: ___________________________ Date: ________________
Candidate Name:

Client Name:
Address:
City: State: Zip Code:
Phone Number (including area code):
Email Address:

The above candidate is applying for the Certification Examination for Professional Dog Trainers – Knowledge Assessed through The Certification Council for Professional Dog Trainers (CCPDT®).

Please darken the bubble that represents your assessment of the candidate’s skills:

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<th>How do you rate the candidate in the following areas:</th>
<th>Excellent</th>
<th>Highly Effective</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Rarely Effective</th>
<th>Not Known</th>
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<td>Organization of class/training materials</td>
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<td>Effectiveness in handling/training dogs</td>
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<td>Effectiveness in teaching others to train dogs</td>
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<td>Ability to communicate with dog owners</td>
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<td>Ability to demonstrate compassion for dogs and owners</td>
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<td>□</td>
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<td>□</td>
</tr>
</tbody>
</table>

The candidate worked with me and my dog in the following ways: (Please check all that apply.)

☑ I have participated in a group class
☑ I have participated in private training sessions

I am familiar with the candidate’s dog handling, training and instruction skills and support this candidate’s application for the Certification Examination for Certified Professional Dog Trainer – Knowledge Assessed®.

Signature: ___________________________ Date: __________________

Please enclose completed reference in a sealed envelope, sign across the flap and return to the candidate named above.

Please share additional comments on the back of this sheet describing your experience with the candidate and his/her ability to be effective in training dogs.
Certification Council for Professional Dog Trainers®

CPDT-KA® Colleague Reference

Candidate Name:

Colleague Name:

Address:

City: State: Zip Code:

Phone Number (including area code):

Email Address:

The above candidate is applying for the Certification Examination for Professional Dog Trainers – Knowledge Assessed through The Certification Council for Professional Dog Trainers (CCPDT®).

Please darken the bubble that represents your assessment of the candidate’s skills:

<table>
<thead>
<tr>
<th>How do you rate the candidate in the following areas:</th>
<th>Excellent</th>
<th>Highly Effective</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Rarely Effective</th>
<th>Not Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization of class/training materials</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Effectiveness in handling/training dogs</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Effectiveness in teaching others to train dogs</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Knowledge of learning and behavioral science</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Ability to communicate with dog owners</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Ability to demonstrate compassion for dogs and owners</td>
<td>$</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

I am familiar with the candidate’s canine behavior consulting skills through the following ways: (Please check all that apply.)

- I have worked with the candidate in a group class or private training
- My clients have reported positively about the training skills
- Personal discussions with the candidate regarding training experience, techniques, background, etc.
- Word of mouth recommendations from other animal care professionals

I am familiar with the candidate’s dog handling, training and instruction skills and support this candidate’s application for the Certification Examination for Certified Professional Dog Trainer – Knowledge Assessed®.

Signature: ___________________________ Date: ___________________________

Please enclose completed reference in a sealed envelope, sign across the flap and return to the candidate named above.

Please share additional comments on the back of this sheet describing your experience with the candidate and his/her ability to be effective in training dogs.
Certification Council for Professional Dog Trainers®

CPDT-KA® Veterinarian Reference

Candidate Name:

Veterinarian Name: 
Address:

City: State: Zip Code:

Phone Number (including area code):
Email Address:

The above candidate is applying for the Certification Examination for Professional Dog Trainers – Knowledge Assessed through The Certification Council for Professional Dog Trainers (CCPDT®).

Please darken the bubble that represents your assessment of the candidate’s skills:

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</thead>
<tbody>
<tr>
<td>Organization of class/training materials</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Effectiveness in handling/training dogs</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Knowledge of learning and behavioral science</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

I am familiar with the candidate’s canine behavior consulting skills through the following ways: (Please check all that apply.)

- I have personally used the candidate training services with my own animal
- My staff have used the candidate for behavior consulting services with positive results/feedback
- Clients have used the candidate for behavior consulting services with positive results/feedback
- Personal discussions with the candidate regarding training experience, techniques, background
- Word of mouth recommendations from other animal care professionals

I am familiar with the candidate’s dog handling, training and instruction skills and support this candidate’s application for the Certification Examination for Certified Professional Dog Trainer – Knowledge Assessed®.

Signature: ___________________________ Date: ___________________________

Please enclose completed reference in a sealed envelope, sign across the flap and return to the candidate named above.

Please share additional comments on the back of this sheet describing your experience with the candidate and his/her ability to be effective in training dogs.