



Certification Council for
Professional Dog Trainers

Appeal on Denial of Eligibility

Purpose

The purpose of this policy is to provide guidelines for how an individual may appeal a decision which denied their eligibility to take a certification examination offered by the Certification Council for Professional Dog Trainers (CCPDT).

Policy

The Certification Council for Professional Dog Trainers (CCPDT) Board of Directors sets eligibility criteria for each of its examinations. The testing company will review all applications and supporting documents and is instructed to return documentation to those candidates who do not produce evidence of meeting the minimum eligibility requirements.

Candidates who have been deemed ineligible to sit for an examination may appeal in writing to the CCPDT Executive Committee, sent to either the headquarters office of the CCPDT or by email to appeals@ccpdt.org. The letter must be accompanied by supporting documents and must be received within ten (10) business days after the notification of ineligibility is sent to the candidate. The CCPDT will review the appeal and notify the candidate in writing of its decision within ten (10) business days of receipt of the written appeal.

Should the decision be in favor of the eligibility of the candidate to sit for the examination, but past the deadline for the current testing window, the candidate will be enrolled to take the examination during the next regularly scheduled testing window.