



Appeal on Denial of Recertification

Purpose

The purpose of this policy is to provide guidelines for how an individual may appeal a decision which resulted in denial of their recertification application..

Policy

The Certification Council for Professional Dog Trainers (CCPDT) shall develop and periodically update policies, procedures, and applications for periodic recertification of their certificants. If recertification is denied due to improper, incomplete, or insufficient documentation, a letter shall be sent to the certificant, returning the originally submitted recertification application and documents and clearly indicating why the recertification has been denied.

The certificant may appeal the decision by writing a letter to the CCPDT headquarters or by way of an email sent to appeals@ccpdt.org which shall be sent no later than thirty (30) calendar days from the postmark date on the original letter of denial. The certificant shall clearly set forth the reasons the individual believes the recertification was improperly denied, including documentation to support such claim. Within thirty (30) calendar days from the date of the correspondence, the CCPDT will send a letter with their decision. Such decision shall be final and there shall be no further appeal.