



Continuing Education Unit (CEU) Policy

Educational Courses

Continuing Education Units (CEUs) are granted to educational courses where the content covers one (1) or more of the testing domains listed on the examination content outline. Course content must be based on scientifically valid principles and conform to the CCPDT Code of Ethics.

Eligible education course formats include:

- Academic Classes
- Webinars
- Online Classes
- Seminars
- Hands-On Training Workshops

Publications

The following authored publications qualify for CEUs and the specified number of CEUs will be granted. The content of the authored publication must meet one of the current testing domains (see Required Content).

Publication Type	CEUs
Author of published book	20
Author of refereed journal article	8
Producer/Author of 60+ minute training video program distributed by a national dog industry company	8
Author of an article published in a national dog industry publication*	4
Author a chapter in a published book	4
Author of an article for a national dog related association newsletter	2

*A dog industry publication is defined by the CCPDT as printed or digital media distributed by a dog industry organization/company for sale to the public or as a benefit of paid membership to a national dog industry organization.

Exam Committee Volunteers

- Item Writing: A CCPDT certificant may submit a minimum of five (5) questions for the certification examination they are recertifying for. Each question must include a source and represent a separate knowledge domain for the examination. Each set of five (5) questions will earn one (1) CEU.
- Item Review or Exam Review: A CCPDT certificant participating in an exam review or item review will earn CEUs one (1) CEU per hour of participation.
- CPDT-KSA Exam Rater: Raters for the CPDT-KSA exam will earn one (1) CEU per hour of rating.

Speaker Eligibility Requirements

Courses approved for CCPDT CEUs must be taught by an instructor who possess one of the following: CPDT-KA, CPDT-KSA, CBCC-KA, IAABC Certified Member, or appropriate higher education degree in the subject matter they are teaching.

Only an Approved Educational Provider can host a course where the presenter does not meet the speaker eligibility requirements.

Calculation of CEUs

Certificants will earn one (1) CEU per hour for attending academic courses, webinars, on-line classes, and lecture based seminars. Certificants will earn 1.5 CEUs per hour for attending hands-on training courses or presenting a course as the speaker/instructor. Hands-On courses involve training with live animals either in-person or videotaped for critique by the instructor. **Break and meal times must be deducted from the total event time.**

Expiration of CEUs

CEUs are valid to the certificant only if earned within the three (3) or five (5) year certification period. Additional CEUs earned may not be saved or “rolled over” to the certificant’s next certification period.

Limitations on CEUs

- Private lessons and group classes regularly offered to the general public as part of a certificant’s dog training and/or behavior consulting business do not qualify for CEUs.
- Courses related to animal health, nutrition, veterinary medicine, or Pet First-Aid must be taught by a licensed veterinarian, or registered veterinary technician unless hosted by an Approved Educational Provider.
- All multi-speaker courses lasting more than three (3) days in length will not be granted more than 30 CEUs.
- All single-speaker courses regardless of length will not be granted more than 21 CEUs.
- Presenters may apply and receive CEUs only once for presentation or written publication per completed during a certification period.
- Courses approved for CBCC-KA CEUs may be applied to a CPDT-KA recertification. Courses approved for CPDT-KA may not be applied to a CBCC-KA recertification.

- CPDT-KSA Exam Raters cannot earn more than 10 CEUs from rating videos per certification period.

Requesting CEUs

An individual or organization hosting a course (“sponsor”) may request CEUs prior to the date of the course. If the sponsor did not request CEUs, a CCPDT certificant may request CEUs for a course they attended.

Verification of Attendance

Hosts will provide verification via the CCPDT CEU Portal located on the CCPDT website. Directions for the CCPDT CEU Portal are sent to hosts via email as part of course approval.

Sponsors will provide two (2) code words to verify attendance in webinars and online classes. The first word should be given in the first fifteen (15) minutes of the course. The second word should be given in the last fifteen (15) minutes of the course. Participants must submit the code words correctly to the host for verification of attendance. Alternately, the host may choose to offer a quiz that the certificant must complete in order to earn CEU credits. After such proof has been received, the host will go into the portal on the CCPDT website and record the credits earned by each certificant.

Appeal for Denied CEUs

In the event that a CEU application is denied, the applicant may appeal to the CCPDT Executive Committee at appeals@ccpdt.org. The applicant must submit evidence and information in support of the application in writing to support the appeal. CCPDT may, at its sole discretion, request additional information prior to ruling on the appeal. Approval of an appeal requires a two-thirds vote of the CCPDT Board of Directors to pass. If the appeal is not granted by the CCPDT Board of Directors, the applicant may not reapply for CEUs for the same course unless the course content has been significantly altered.

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