



## Certification Compliance and Disciplinary Procedures

### Purpose

The purpose of this policy is to outline the procedures to be followed when a certificant is accused of having violated a policy of the organization.

### Policy

1. The Certification Council for Professional Dog Trainers (CCPDT) operates according to a *Code of Ethic*, and a set of *Dog Training and Behavior Intervention Practices ("Practices")*. All Certificants are expected to conform to the Code of Ethics and Practices at all times.
2. The Board of Directors of the CCPDT shall have the power to revoke permanently any certificate issued by the CCPDT upon presentation of sufficient evidence that the person in whose name the certificate is issued has acted in violation of the CCPDT Code of Ethics or Practices.
  - A. No individual is eligible to apply for or to maintain certification unless the individual is in compliance with all CCPDT standards, policies and procedures. Each individual bears the burden for demonstrating and maintaining compliance at all times. The CCPDT may deny or revoke a certification when an individual is found not to be in compliance with the Code of Ethics or Practices of the CCPDT; or who has made a material misrepresentation as part of their application for certification.
  - B. A Certificant convicted of a felony is subject to immediate revocation of his or her certification without further hearing. An individual convicted of a felony shall be ineligible to apply for certification for a period of three years from release of confinement or the end of any probationary period, whichever is later.
3. The CCPDT Board of Directors shall appoint a Certification Compliance Committee ("CCC") to consider alleged violations of any CCPDT standards or policy or Code of Ethics. The CCC shall be composed of three CCPDT Directors. A committee member may not serve on the CCC in the review of any matter in which his or her impartiality might reasonably be questioned or which presents either an actual or an apparent conflict of interest. All actions by the CCC shall be determined by a majority vote.
4. Review and Appeal Procedures:
  - A. Allegations of a violation of the Code of Ethics or CCPDT Practices shall be submitted to the CCPDT Administrator, [administrator@ccpdt.org](mailto:administrator@ccpdt.org). The Complaint will be forwarded to the Chairperson of the CCC. Any person alleging a violation of CCPDT policies or Code of Ethics should identify in writing the Certificant in question and the specific facts concerning the alleged conduct in as much detail and specificity as possible. The statement must contain the name, address and telephone number of the person alleging the wrongful conduct.
  - B. If the CCC determines that the allegations are frivolous or fail to state a violation of the CCPDT's Policies or Code of Ethics, no further action shall be taken and the complainant shall be notified of that determination.

- C. If the CCC determines that the allegations state a violation or violations of the CCPDT's Policies or Code of Ethics, the CCC shall investigate the matter. If the CCC determines that the allegations and facts are inadequate to sustain a finding of a violation of the CCPDT's Policies or Code of Ethics, no further action shall be taken. The CCC will notify the Board of Directors and the Complainant.
  - D. If the committee finds that good cause exists to question whether a violation of the CCPDT's Policies or the Code of Ethics has occurred, the CCC shall transmit a statement of the allegations, along with any supporting evidence to the Candidate or Certificant (hereafter referred to as "Respondent") by certified mail, return receipt requested. The statement shall set forth the applicable standard and a statement of facts constituting the alleged violation. The Respondent shall have 30 days from receipt of the statement of facts to respond to the allegations. Any witness statement from the Respondent must be submitted in affidavit form and must contain the name, address, email address and telephone number of the witness. In the event no response to the statement of facts is received by the CCC within the 30 day time period, the Respondent will be deemed to have admitted to the allegations as presented.
  - E. The CCC may, at its discretion, contact any witnesses with regard to their statements. A recording will be made of any conversation with the witness or witnesses. If the witness refuses to permit the recording of the conversation, that witness' evidence will not be considered. A report of those conversations shall be forwarded to the Respondent.
  - F. The CCC shall issue a written recommendation to the CCPDT Executive Committee. A decision by the Executive Committee will be filed within 30 days of the close of the record. The decision, including any sanctions determined by the Executive Committee shall be mailed by certified mail, return receipt requested to the Respondent.
  - G. If the decision rendered by the Executive Committee finds that the allegations have not been established by a preponderance of the evidence, the Respondent shall be so notified and no further action on the matter will be taken by the CCPDT. If the decision rendered by the Executive Committee is not favorable to the Respondent, the Respondent may appeal the decision to the CCPDT Board of Directors. A request for Review by the Board of Directors must be submitted within 30 days of receipt of the decision of the Executive Committee by the Respondent.
  - H. The CCPDT Board of Directors, by majority vote, shall render a decision based on the record without oral hearing or further submission of evidence or argument. The decision of the Board of Directors shall be rendered in writing. The decision shall contain findings of fact, conclusions of the Board of Directors and any sanctions to be applied. Such decision shall be final. The decision shall be transmitted to the Certificant by certified mail, return receipt requested.
- 5. Available sanctions include denial or revocation of certification, and other corrective action as determined by the Executive Committee or the Board of Directors. Respondents whose certification is denied or revoked as a result of the hearing process may be required to pay for related expenses incurred by the CCPDT.
  - 6. Disciplinary action taken against Certificants will be published on the CCPDT website and the CCPDT Newsletter.