



## Continuing Education Units

### Purpose

The purpose of this policy is to define the guidelines that the Certification Council for Professional Dog Trainers (CCPDT) has for Continuing Education Units (CEUs). The CEU Request Committee oversees the process of determining whether to approve or deny CEUs following the policy as written.

<b>CPDT-KA</b>	To recertify as a CPDT-KA certificants need to earn thirty-six (36) CEUs within their three (3) year recertification period.
<b>CPDT-KSA</b>	To recertify as a CPDT-KSA certificants need to earn forty-eight (48) CEUs within their three (3) year recertification period with twelve (12) of those forty-eight (48) CEUs specifically designated as CPDT-KSA CEUs in hands-on educational events working with live animals.
<b>CBCC-KA</b>	To recertify as a CBCC-KA, certificants need to earn thirty-six (36) CEUs within their five (5) year recertification period.

Please note: courses approved for CBCC-KA CEUs may be used by CPDT certificants, but CPDT approved CEUs may not be applied towards CBCC-KA recertification.

### Expiration of CEUs

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

### Required Content

CEUs will be granted only for those educational opportunities that cover at least one (1) or more of the current testing domains for the current examination for which the applicant is seeking CEUs. Course content must be based on scientifically valid principles and conform to the CCPDT Code of Ethics (include link). The CCPDT reserves the right to request additional information regarding the content.

### Calculation of CEUs

CEUs are awarded for time spent by certificants taking academic courses, webinars, on-line classes, and lecture based seminars in increments of 0.5 with 1 CEU earned per hour. For live animal hands-on seminars, an additional 0.25 will be awarded per 30 minutes for a total of 1.5 CEUs per hour of hands-on time spent. The following formula should be used for calculating CEUs.

**Break and meal times must be deducted from the total event time.**

MEETING TIME (minutes)	CEUs	HANDS-ON CEUs
30-40	0.5	0.75
46-75	1.0	1.50
76-105	1.5	2.25
106-135	2.0	3.00
136-165	2.5	3.75
166-195	3.0	4.50
196-225	3.5	5.25
226-255	4.0	6.00

\*Every additional 29 minutes thereafter, adds an increment of 0.5 CEUs

Continuing Education Unit Categories: The opportunities to earn CEUs are described below organized by category Education, Publications, and Applied Knowledge.

## 1. Education

Presenter Qualifications: As of 7/1/2015 presenters requesting CEUs from the CCPDT for their event must possess one or more of the following: CPDT-KA, CPDT-KSA, CBCC-KA or appropriate higher education degree. In the case that a presenter does not hold a certification issued by the CCPDT, they must hold a higher education degree (bachelors or post-graduate) awarded in a subject matter that supports the topic on which they are speaking. If the presenter does not have any of these credentials they will be unable to offer and advertise CCPDT CEUs for their educational event. Certificants can individually apply to the CEU Request Committee to be granted CEUs from a presenter who does not have appropriate credentials and they will be evaluated on a case-by-case basis.

Types of Educational Opportunities	
<b>Academic Courses</b>	Offered by an accredited academic institution such as a college or university, live or online.
<b>Webinars</b>	
<b>Online Classes</b>	
<b>Seminars</b>	

		Type of CEUs Qualified to Offer		
		CPDT-KA	CPDT-KSA	CBCC-KA
The Presenter's Credentials	CPDT-KA	✓	✓	
	CPDT-KSA	✓	✓	
	CBCC-KA	✓	✓	✓
	Appropriate higher education degree	✓	✓	✓

<b>Workshops</b>	
<b>Complete CEU Offerings</b>	Written and video publications occasionally offer the opportunity to earn CEUs.

## 2. 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	15 - 20
Author of chapter in published book	8
Author of refereed journal article	8
Producer/Author of 60+ minute training video program distributed by a national dog industry company	8
Author of computer software related to dog training	8
Author of an article published in a national dog industry publication**	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.

Note: Co-authored and/or on-line publications will be evaluated on a case-by-case basis. Supporting documentation is required in the form of a copy of the material as published and the certificant's level of involvement.

## 3. Applied Knowledge

Presenter: includes being a speaker, presenter or instructor of an academic course, webinar, online class, seminar, workshop or a national conference.

Qualifications: CPDT-KA, CPDT-KSA, CBCC-KA or appropriate higher education degree.

Content Requirements: Content must be based on current, scientifically valid principles and conform to the CCPDT Code of Ethics (include link). 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. The Certification Council for Professional Dog Trainers (CCPDT) reserves the right to request additional information regarding the content.

Limitations
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 per presentation per certification period regardless of the number of times they present the same presentation within that certification period.

Write Exam Questions: Submit a minimum of five (5) questions for the examination for which the certificant is applying for CEUs. Each of the questions submitted must represent a separate knowledge domain for the examination. Each question must also include a source that can be accessed by the exam committee, in some cases you may be requested to produce this source. Each set of five (5) questions will earn one (1) CEU. Certificants may use no more than 5.0 CEUs received for question submissions per recertification period.

Exam Review: Participating in an Item or Exam Review for a CCPDT examination. These events will earn CEUs at the standard rate of one CEU per hour worked. Certificants may use no more than 8 CEUs from Item/Exam Review per recertification period. (link to volunteer/committee member page)

Rating of video for CPDT-KSA examinations: Raters for the CPDT-KSA videos may earn CEUs at the standard rate of one CEU per hour worked, but no more than 5.0 CEUs from rating videos per recertification period. (link to volunteer/committee member page)

Adopted 7/10/2014