



Examination Format

Purpose

The purpose of this policy is to describe the format in which the examinations are administered.

Policy

The Knowledge-Assessed examinations offered by the Certification Council for Professional Dog Trainers (CCPDT) are comprised of multiple choice items only, with four answers presented, only one of which is correct. Candidates are given up to four hours to complete the examination.

The Knowledge-Assessed examinations are administered in a computer-based format at testing centers throughout the United States and Canada. Alternatives to the computer-based format will be made available on a case by case basis. The examinations are closed book. No reference material, computer, cellular telephone, or camera is allowed in the examination room. Candidates may only bring their photo identification and admission notice to the examination site. All other materials must be left outside the examination room. Candidates who violate these rules may be asked to leave the site and may be disqualified from the examination as well as future examinations.

The CCPDT shall endeavor to resolve any and all technical and operational examination administration problems at the testing site. Test administrators and proctors shall be provided with materials addressing most commonplace situations and shall be provided with reporting forms to inform the CCPDT of any issues encountered and what, if any, resolution was provided.

On occasion, situations may arise in which an examination administration is disrupted or rendered invalid. Should such circumstance arise from no fault of the candidate, the CCPDT shall provide another opportunity for examination in a proximate time and location to the initial administration at no additional cost to the candidate.

Sample questions and the test content outline can be found in the Handbook for Candidates. Study objectives can be found on the website, and, when available, a Practice Examination shall be located on the CCPDT website.