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## Continuing Education Unit (CEU) Policy

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### Purpose

The purpose of this policy is to outline the application and approval process for Continuing Education Units (CEUs) through the Certification Council for Professional Dog Trainers.

### Recertification

All CCPDT certificants are required to earn a specified number of CEUs during their certification period in order to recertify their credential.

Credential	Certification Period	Recertification Requirements
CPDT-KA	3 Years	36 CEUs
CPDT-KSA	3 Years	48 CEUs* *12 of the 48 CEUs must be from hands-on animal training courses.
CBCC-KA	5 Years	36 CEUs <sup>1</sup>

### Acquiring CEUs

Certificants may acquire CEUs through the following ways

- Attend an Approved Educational Course
- Present an Approved Educational Course
- Participate in an Item Review
- Volunteer as a CPDT-KSA Rater
- Submit Items to the CCPDT Item Bank
- Author a Published Article or Book

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<sup>1</sup> CEUs awarded for CBCC-KA approved courses may be used towards CPDT-KA recertification. CEUs awarded for CPDT-KA approved courses may not be used towards CBCC-KA recertification.

## Educational Course Eligibility

The content of all educational courses, authored articles<sup>2</sup>, books, and video productions must meet at least one of the testing domains in the content outline for the examination in which the applicant is seeking CEUs. Courses must conform to all CCPDT Policies and Position Statements. CCPDT reserves the right to deny any application or request additional information regarding course content prior to approving a CEU application.

The following educational courses are eligible to be awarded CEUs:

- College/University Academic Courses
- Tele-Classes (both live and recorded)
- Online Courses
- Seminars (both live and recorded)
- Hands-On Workshops

## Calculation of CEUs

CEUs will be calculated using the following chart. Break and meal times must be deducted from the total event time. Excess CEUs earned during the current recertification period may be rolled over into the next recertification period.

Educational Course	CEUs Awarded
Knowledge-Based Educational Course	1 CEU per Classroom Hour <sup>3</sup>
Skills-Based Educational Course	1.5 CEU per Training Hour <sup>4</sup>
Item Writing and/or Exam Review	1 CEU per Hour
CPDT-KSA Video Rating	1 CEU per Hour
Article <sup>2</sup>	4 CEUs
Published Book	8 CEUs

## Speaker Eligibility Requirements

CCPDT CEUs will be awarded to courses in which the presenter possesses one or more CCPDT credential or an appropriate higher education degree (e.g., BA/BS, MA/MS, DVM, PhD, CAAB). In the case that a presenter does not hold a CCPDT credential, his or her higher education degree must have been awarded in a subject matter that supports the topic for which they are presenting. Certificant are encouraged to 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. Certificant can individually apply to the CEU Request Committee to be

<sup>2</sup> An article is defined as a researched piece of work with references, quotes and citations published in an animal industry publication or peer reviewed journal available for sale to the public or as a benefit of membership.

<sup>3</sup> A classroom hour is defined as a full hour devoted entirely to course content, not including time allocated for breaks or meals.

<sup>4</sup> A training hour is defined as hands-on training with a live animal as part of the attendee's participation in the course.

granted CEUs from a presenter who does not have appropriate credentials and they will be evaluated on a case-by-case basis.

		Type of CEUs Qualified to Offer		
		CPDT-KA	CPDT-KSA	CBCC-KA
<b>Presenter Credentials</b>	CPDT-KA	✓	✓	
	CPDT-KSA	✓	✓	
	CBCC-KA	✓	✓	✓
	Educational Degree	✓	✓	✓

### Limitations

The following limitations will be placed on approved CEUs:

- All multi-speaker educational courses running for three or more days will not be granted more than 30 CEUs.
- All single-speaker educational 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 recertification period.
- Item Writing will be limited to 5 CEUs per recertification period.
- Exam Review participation will be limited to 8 CEUs per recertification period.
- CPDT-KSA Video Rating will be limited to 5 CEUs per recertification period.

### Applying for CEUs

Anyone wishing to request CCPDT CEUs must submit an application through the CCPDT website. In the event that the host/sponsor did not request CEUs prior to an event, the attendee can submit an individual application through the CCPDT website. All ongoing educational courses will be approved for CEUs for two years from the initial course start date.

Once the application is processed, applicants will receive email notification of the status of their application. Approval emails will contain a link and a verification code for issuing CEU credits to certificant records.

### Verification of Attendance

The host is required to maintain an attendance log of those registered and in attendance for the full course. For webinars, tele-classes, and online courses, the host will provide attendees with two code words to verify attendance. The first word should be given in the first fifteen (15) minutes of the course/seminar. The second word should be given in the last fifteen (15) minutes of the course/seminar. Participants must submit the code words correctly to the Host for verification of attendance.

### **Issuing CEU Credit to Attendees**

The host will provide the attendees with a copy of the link and verification code included in the event approval email. The CCPDT certificant will follow the link to issue the CEUs into his/her certificant record.

### **Appeal for Denied CEUs:**

The host is required to provide the necessary information in the CEU application. Applications that are incomplete or do not provide sufficient information to be awarded CEUs will be denied or potentially awarded less CEUs than requested. If the applicant believes an event qualifies for more CEUs than awarded, they can update the CEU request online and resubmit the application for approval.

In the event that a CEU application is denied, the host may appeal to the CCPDT Board of Directors at [administrator@ccpdt.org](mailto:administrator@ccpdt.org). The host must submit evidence and information in support of the appeal in writing. The CCPDT Board of Directors may, at its sole discretion, request additional information prior to ruling on the appeal. Approval of an appeal requires a 2/3 majority of the CCPDT Board of Directors to pass. If the CCPDT Board of Directors does not grant the appeal, the host may not reapply for CEUs for the same event unless the course/seminar content has been altered.