

**Examination  
for  
CERTIFIED BEHAVIOR CONSULTANT CANINE -  
Knowledge Assessed**

Handbook for Candidates



Certification Council for  
Professional Dog Trainers

**SPRING 2017 TESTING PERIOD**

**Application Deadline: March 17, 2017**

Testing Period Begins: Saturday, May 6, 2017

Testing Period Ends: Saturday, May 20, 2017

**FALL 2017 TESTING PERIOD**

**Application Deadline: September 22, 2017**

Testing Period Begins: Saturday, November 4, 2017

Testing Period Ends: Saturday, November 18, 2017

## Table of Contents

Mission Statement.....	- 1 -
Position Statements .....	- 1 -
Certification .....	- 1 -
Purposes of CBCC-KA Certification .....	- 2 -
Eligibility Requirements .....	- 2 -
Appeals on Eligibility .....	- 2 -
Non-discrimination.....	- 3 -
Administration .....	- 3 -
Certification and Recertification.....	- 3 -
Revocation of Certification .....	- 3 -
Application Procedure .....	- 4 -
Completion of Application.....	- 4 -
Fees .....	- 5 -
Refunds.....	- 5 -
Candidates Outside the United States and Parts of Canada.....	- 5 -
Examination Administration.....	- 5 -
Testing Software Tutorial .....	- 5 -
Scheduling Your Examination Appointment .....	- 6 -
Changing Your Examination Appointment.....	- 6 -
Individuals with Special Needs.....	- 6 -
Rules for the Examination .....	- 7 -
Report of Results .....	- 7 -
Examination Challenges.....	- 7 -
Re-examination .....	- 8 -
Confidentiality.....	- 8 -
Content of Examination .....	- 8 -
CBCC-KA Content Outline .....	- 9 -
Sample Examination Questions .....	- 11 -
References.....	- 13 -
Position Statement: Application of the Humane Hierarchy .....	- 15 -
Position Statement: Electronic Collars and the Humane Hierarchy.....	- 17 -
Policy: Dog Training and Behavior Intervention Practices.....	- 18 -
Code of Ethics.....	- 19 -
Attestation Statement.....	21

This handbook contains necessary information about the Examination for Certified Behavior Consultant – Canine – Knowledge Assessed (CBCC-KA). Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

## Mission Statement

The Certification Council for Professional Dog Trainers (CCPDT) exists to be the industry leader in defining and maintaining competency in the canine training and behavior profession.

### Guiding Principles of the Certification Council for Professional Dog Trainers

- To develop a recognized standard of proficiency based on current scientific evidence for canine training and behavior professionals through an independent certification process of standardized testing.
- To maintain empirically validated certification examinations that are psychometrically sound, based on current scientific evidence in the profession, and independent of commercial influence.
- To recognize documented training and behavior experience as valid, functional criteria relevant to the certification process.
- To encourage growth in, and fluency of knowledge in, the profession, and thus foster a link in the community of trainers, behavior consultants, academics, veterinarians and veterinary staff, breeders, rescues, shelters, and other animal professionals.
- To benefit animal and human welfare by promoting strategies and methods based on humane practices defined by the CCPDT Core Values.
- To promote and protect the Certification Council for Professional Dog Trainer designations as the publicly recognized credential of canine training and behavior professionals committed to education, experience, and professional excellence.

## Position Statements

The CCPDT adheres to a humane hierarchy in canine behavior training. Please review our Humane Hierarchy position statement, found in this handbook. We also support the Punishment Position Statement of the American Veterinary Society of Animal Behavior (AVSAB) which can be found on their website at [www.avsabonline.org](http://www.avsabonline.org).

## Certification

The Certification Council for Professional Dog Trainers (CCPDT®) endorses the concept of voluntary, periodic certification by examination for all canine training and behavior professionals. Certification focuses specifically on the individual and is an indication of relevant current knowledge in a specialized area of practice. Certification for canine training and behavior professionals is highly valued and provides formal recognition of basic knowledge.

The CCPDT reserves the right to change any of the requirements concerning its Certified Behavior Consultant Canine - Knowledge Assessed (CBCC-KA) credential, including but not limited to, the eligibility requirements, examination content, recertification requirements, fees, use of the mark, name of the mark, and the website. Information published in the current version of the CBCC-KA Handbook for Candidates on the CCPDT website supersedes all other printed or electronic versions of this Handbook. Neither the Handbook, the examination application form, the examination, nor the CCPDT credential constitutes a contract between the candidate or the certificant and the CCPDT.

## Purposes of CBCC-KA Certification

To promote delivery of safe and effective canine behavior consultations through the certification of qualified professional canine behavior consultants by:

1. Recognizing formally those individuals who meet the eligibility requirements of the CCPDT and pass the Certification Examination for Behavior Consultant Canine - Knowledge Assessed.
2. Encouraging continued professional growth in the practice of canine behavior modification.
3. Establishing and measuring the level of knowledge and skills required for certification in canine behavior consultation.
4. Providing a standard of knowledge and skill requisite for certification; thereby, assisting the employer, public, and members of the professional dog care industry in the assessment of the canine behavior consultant.

## Eligibility Requirements

1. A log documenting three hundred (300) hours in canine behavior consulting dealing with such issues as fear, phobias, compulsive behaviors, anxiety, and aggression within the previous three (3) years.  
Note: Blank and sample logs can be found on the CCPDT website.
2. A high school diploma or GED equivalent
3. A signed and completed attestation statement from a CCPDT certificant or veterinarian  
Note: The Attestation Statement form can be found at the end of this handbook.
4. A signed copy of the CCPDT Code of Ethics
5. Completion and filing of the application
6. Copy of a current government-issued photo ID
7. Payment of required fee

Note: 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 or parole period, whichever is later.

## Appeals on Eligibility

Candidates who have been deemed ineligible to sit for an examination may appeal in writing to the CCPDT Executive Committee, sent to either the headquarters office of the CCPDT or by email to [appeals@ccpdt.org](mailto:appeals@ccpdt.org). The letter must be accompanied by supporting documents and must be received within ten (10) business days after the notification of ineligibility is sent to the candidate. The CCPDT will review the appeal and notify the candidate in writing of its decision within ten (10) business days of receipt of the written appeal.

Should the decision be in favor of the eligibility of the candidate to sit for the examination, but past the deadline for the current testing window, the candidate will be enrolled to take the examination during the next regularly scheduled testing window.

## Non-discrimination

The Certification Council for Professional Dog Trainers does not discriminate against any individual on the basis of race, color, ethnicity, national origin, gender, age, disability, physical limitation, marital or familial status, sexual orientation, religion, political beliefs or any other characteristic prohibited by law.

## Administration

The Certification Program is sponsored by The Certification Council for Professional Dog Trainers. The Certification Examination for Behavior Consultant Canine - Knowledge Assessed is administered for the CCPDT by the Professional Testing Corporation (PTC), 1350 Broadway - 17th Floor, New York, NY 10018, (212) 356-0660, [www.ptcny.com](http://www.ptcny.com). Prior to taking and passing the examination, questions concerning the examination should be referred to PTC.

## Certification and Recertification

Eligible candidates who pass the Certification Examination for Behavior Consultant Canine - Knowledge Assessed are able to use the designation, Certified Behavior Consultant Canine - Knowledge Assessed (CBCC-KA), after their names and will receive a certificate verifying their certified status from the CCPDT. This certificate is the property of the CCPDT. A registry of Certified Behavior Consultants Canine - Knowledge Assessed will be maintained by the CCPDT. Certified Behavior Consultant Canine - Knowledge Assessed certificants' names and contact information will may be posted on the CCPDT website at [www.ccpdt.org](http://www.ccpdt.org). If you do not wish to have your information publicly available on our website, please notify the CCPDT at any time and we will remove you from the listing.

The Certified Behavior Consultant Canine - Knowledge Assessed designation is recognized for a period of five (5) years at which time the certificant must have accumulated continuing education credits at CCPDT approved programs and meet any new requirements or measures of qualification. Alternatively, the certificant may opt to retake and must pass the current Certification Examination for Behavior Consultant Canine - Knowledge Assessed in order to maintain the credential.

## Revocation of Certification

Certification will be revoked for any of the following reasons:

1. Falsification of any part of an application.
2. Felony convictions that occur during the certification period.
3. Misrepresentation of certification status.
4. Violation of the CCPDT Code of Ethics.

The Certification Compliance Committee of the CCPDT provides the appeal mechanism for challenging revocation of CCPDT certification. It is the responsibility of the individual to initiate this process.

## Application Procedure

To obtain additional copies of this Handbook for Candidates and the application for the Certification Examination for Behavior Consultant Canine - Knowledge Assessed, visit the CCPDT website at [www.ccpdt.org](http://www.ccpdt.org).

Read and follow the directions on the application and in this Handbook for Candidates.

## Completion of Application

Complete and fill in all information requested on the application. Mark ONE response only unless otherwise indicated. Please ensure that all responses are legible.

**NOTE:** *The name you enter on your application must match exactly the name listed on your government-issued photo ID, such as driver's license or passport.*

**CANDIDATE INFORMATION:** Starting at the top of the application, print your name, address, daytime phone number, evening phone number, and email address. If you are a current CPDT-KA, include your CPDT-KA certificate number. If you are a CBCC-KA and are taking the exam to renew your certification, include your CBCC-KA certificant number.

**ELIGIBILITY AND BACKGROUND INFORMATION:** Complete the items regarding your eligibility to take the Certification Examination for Behavior Consultant Canine – Knowledge Assessed and your background in canine behavior consulting.

**EMPLOYMENT INFORMATION:** Complete the items regarding your current employment situation.

**OPTIONAL:** These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your eligibility to take this examination nor will it affect your test results.

**CANDIDATE SIGNATURE:** When you have completed all required information, sign and date the application in the space provided.

**ATTESTATION STATEMENT:** The signed Attestation Statement is required in order to be eligible to sit for the Examination for Certified Behavior Consultant Canine – Knowledge Assessed. The statement can be filled out by either a veterinarian or a CCPDT Certificant. The Veterinarian needs to provide their license number and the Certificant needs to provide their certificate number and expiration date on the attestation form. The Attestation Statement Form can be found at the end of this handbook. The Attestation Statement must be submitted with the application.

**CODE OF ETHICS:** All candidates must agree to adhere to the CCPDT Code of Ethics and submit a signed copy with their application.

**SUBMIT THE APPLICATION:** Mail the application, behavior consultation log, Code of Ethics, Attestation Statement, copy of your current government-issued photo ID, such as a driver's license or passport, Master's Degree or Doctorate transcript (if applicable) and the appropriate fee (see FEES on page 5) in time to be received by the deadline shown on the cover of this Handbook to: **CBCC-KA Examination, C/O Professional Testing Corporation, 1350 Broadway – 17<sup>th</sup> Floor, New York, NY 10018**. If using a credit card, the application and documentation may be faxed to (212) 356-0678

## Fees

Application fee for the Certification Examination for Behavior Consultant Canine - Knowledge Assessed: **\$385.00**

Make check or money order payable to: **PROFESSIONAL TESTING CORPORATION**

Visa, MasterCard, and American Express are also accepted. Please complete the credit card payment form on the application.

## Refunds

**There will be no refund of fees.** Candidates unable to take the examination as scheduled may request a transfer to the next testing period if the request is submitted with the transfer fee of \$205 and received within thirty (30) days after the testing periods ends. **Exams may only be transferred once - please plan carefully.**

## Candidates Outside the United States and Parts of Canada

It may be possible to establish a special testing center to take a paper and pencil examination in your own country for an additional fee of \$150.00. A "Request for Special Test Center" Form is available at [www.ptcny.com](http://www.ptcny.com) and must be submitted along with payment to the PTC upon submission of application EIGHT weeks before the testing period begins. Please note: all examinations are administered in English.

## Examination Administration

The Certification Examination for Behavior Consultant Canine - Knowledge Assessed is administered during an established two-week testing period at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States and Canada. Please note: Hours and days of availability vary at different centers. Scheduling is done on a first-come, first-served basis. To find a testing center near you visit: <http://www.ptcny.com/cbt/sites.htm> or call PSI at (800) 733-9267. You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from [notices@ptcny.com](mailto:notices@ptcny.com). See below for more information regarding the Scheduling Authorization.

If you do not reside within the United States and certain parts of Canada, complete the "Request for Special Test Center" form found at [www.ptcny.com](http://www.ptcny.com) and submit the form with your application, all documentation, application fee and the additional Special Test Center fee of \$150.00.

## Testing Software Tutorial

A testing tutorial can be viewed online at [www.ptcny.com/cbt/demo.htm](http://www.ptcny.com/cbt/demo.htm) This online document may give you an idea about online testing features.

## Scheduling Your Examination Appointment

After your application has been verified and processed PTC will email a Scheduling Authorization to the candidate. These notices are emailed approximately five weeks prior to the start of the testing period. The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

A candidate not receiving a Scheduling Authorization or other correspondence at least three (3) weeks before the beginning of the two-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660. See below for more information regarding the Scheduling Authorization.

**Your current government-issued photo identification, such as a driver's license or passport, must be presented in order to gain admission to the testing center.** PTC recommends candidates bring a paper copy of their Scheduling Authorization as well as their PSI appointment confirmation email.

After you make your test appointment, PSI will send you a confirmation email with the date, time, and location of your examination. Please check this confirmation carefully for the correct date, time, and location. Contact PSI at 800-733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

- **It is your responsibility as the candidate to call PSI to schedule the examination appointment.**
- **It is highly recommended that you become familiar with the testing site prior to your exam date.**
- **Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.**

## Changing Your Examination Appointment

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 733-9267 no later than 12:00 PM eastern time of the second business day PRIOR to your scheduled appointment. **Please note:** PSI does not have the authority to authorize refunds or transfers to another testing period.

## Individuals with Special Needs

CCPDT and PTC support the intent of, and comply with, the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.



## Rules for the Examination

1. You must present your current, government issued photo ID (such as a driver's license or passport) at the time of your scheduled appointment. Candidates without their valid ID will NOT be permitted to test.
2. All Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, BlueTooth devices, wearable technology such as smart watches, MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken in the examination room. The test center may have lockers or you may be asked to lock your personal items in your car. For this reason, we suggest that you do not bring personal items with you, other than what is specifically needed for your examination.
3. No papers, books or other reference materials may be taken into or removed from the examination room.
4. No questions concerning content of the examination may be asked during the testing period. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
5. No dogs are permitted in the testing center except service dogs. Please notify PTC at 212-356-0660 if you will be bringing a service dog with you.
6. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room and cancellation of your test scores.

## Report of Results

Candidates will be notified by mail within four (4) weeks of the close of the testing period whether or not they have passed the Certification Examination for Behavior Consultant Canine - Knowledge Assessed. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will also receive a certificate from the CCPDT.

The passing score for the Certification Examination for Behavior Consultant Canine – Knowledge Assessed is 146 correct questions out of a total of 180 questions.

## Examination Challenges

It is the policy of The Certification Council for Professional Dog Trainers to provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions. Candidates may submit a complaint in writing to the CCPDT's administrative offices no later than fourteen (14) calendar days after taking the examination. Complaints and challenges must be communicated in writing and within this time frame. The CCPDT will NOT consider late challenges or complaints, or challenges or complaints not submitted in writing.

All challenges and complaints shall receive the CCPDT's full attention. The CCPDT shall investigate each challenge or complaint and acknowledge it in writing to the complainant.

## Re-examination

The Certification Examination for Behavior Consultant Canine - Knowledge Assessed may be taken as often as desired upon filing of a new application (including all application components as defined in Eligibility Requirements above) and payment of the examination fee. There is no limit to the number of times the examination may be repeated.

## Confidentiality

The CCPDT will release the individual test scores ONLY to the individual candidate and only by mail. Any questions concerning test results should be referred to the CCPDT or the Professional Testing Corporation.

In order to provide marketing assistance to our Certified Behavior Consultants, the CCPDT will publish on its website, in a searchable manner, the name, city, state, email address, and phone number of each of our Certified Behavior Consultant Canine – Knowledge Assessed. If you do not wish to have your information publicly available on our website, please notify the CCPDT at any time and we will remove you from the listing.

## Content of Examination

1. The Certification Examination for Behavior Consultant Canine - Knowledge Assessed is composed of a maximum of one hundred eighty (180) multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline starting on page 9 of this Handbook.
3. The questions for the examination are obtained from individuals with expertise in canine behavior and are reviewed for construction, accuracy, and appropriateness by the Certification Examination for Behavior Consultant Canine - Knowledge Assessed review panel.
4. The CCPDT, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Certification Examination for Behavior Consultant Canine - Knowledge Assessed will be weighted in approximately the following manner:

Applied Behavior Analysis	33%
Anatomy, Physiology, and Biology	10%
Ethology, Body Language, Observational Skills	19%
Health, Development, Life Stages	15%
Consulting Skills & Best Practices	23%

## CBCC-KA Content Outline

### I. APPLIED BEHAVIOR ANALYSIS

- A. Learning Theory
- B. Behavior Analysis Terminology
- C. Functional Relationship Between Environment and Behavior
  - 1. Identification of Antecedents, Behaviors and Consequences
  - 2. Equipment/Environment Use
  - 3. Mitigating/Eliminating Behavior Problems Through Environmental Enrichment and Management
- D. Reinforcement Schedules
- E. Critical Thinking
  - 1. Setting Criteria
  - 2. Evaluating Effectiveness of Intervention Strategies (Immediate and Long-Term) and If/When To Change Intervention Strategies
- F. Behavior Modification
- G. Scientific Method

### II. ANATOMY, PHYSIOLOGY AND BIOLOGY

- A. Basic Structures and Functions of Body Systems
- B. Physiological Mechanisms of Behavior
- C. Basic Genetics and Evolutionary Systems

### III. ETHOLOGY, BODY LANGUAGE AND OBSERVATIONAL SKILLS

- A. Canine Communications
  - 1. Vocal Signaling
  - 2. Body Language
  - 3. Stress-Related and/or Displacement Behaviors
- B. Observation and Interpretation of Behavior
  - 1. Theory and Principles
  - 2. Examples
- C. Domestication and Effects on Interactions
  - 1. Function / Purpose of Different Breeds and Effects on Behavior

### IV. HEALTH, DEVELOPMENT AND LIFE STAGES

- A. Physical and Behavioral Signs Suggesting Veterinary Referral
  - 1. Pain-induced Behaviors, Anxiety-Related Behaviors, Aggressive Behaviors, Sudden Onset of Behavioral Changes
  - 2. Cognitive Changes
  - 3. Normal vs. Abnormal Physical / Behavioral Development From Puppyhood into Adulthood
- B. Physical and Behavioral Developmental Stages
  - 1. Neonate, Puppy, Juvenile, Adolescent, Adult, Senior / Geriatric
  - 2. Implications for Learning in Different Stages
- C. Prevention of Behavior Problems
  - 1. Socialization and Developmental Periods
  - 2. Role of Training in Behavior Problem Prevention

V. CONSULTING SKILLS AND BEST PRACTICES

- A. History Taking Skills
- B. Client Coaching and Training Skills
- C. Humane Hierarchy
- D. Referrals to Other Professionals
- E. Client Rights
- F. Training and Behavior Equipment
- G. CCPDT Training Policies and Position Statements
- H. Interpersonal Skills
- I. Ethics in Practice

## Sample Examination Questions

In the following questions, choose the one best answer.

1. The length of time from a specific cue to the onset of behavior is the
  1. interval.
  2. latency.
  3. frequency.
  4. topography.
  
2. The peripheral nervous system includes the
  1. inhibitory system.
  2. excitatory system.
  3. endocrine system.
  4. autonomic system.
  
3. What is the number of times a response occurs during an observational period?
  1. Rate
  2. Duration
  3. Intensity
  4. Frequency
  
4. A dog engaging in excessive self-licking may be
  1. highly excited.
  2. malnourished.
  3. relaxed and being offered little stimulation.
  4. anticipating social activity with conspecifics.
  
5. Behavior analysts work primarily with
  1. specific, defined behaviors.
  2. educated interpretations of behavior.
  3. clinical symptoms of canine problems.
  4. genetic causes of undesirable behavior.
  
6. Which of the following best describes a professional code of ethics?
  1. Addresses cutting-edge issues uniformly
  2. Identifies ethical goals of the profession
  3. Applies only if a professional has read the code
  4. Defines appropriate decisions in specific situations

7. If a behavior occurs during 25 out of 200 sample intervals, what is the score for this one-zero sampling?
  1. 0.125.
  2. 1.25.
  3. 12.5.
  4. 175.
  
8. Which of the following involves the systematic manipulation of environmental contingencies?
  1. Functional analysis
  2. Behavioral accountability
  3. Statistical function analysis
  4. Contingent assessment tool

**CORRECT ANSWERS TO SAMPLE QUESTIONS**

1.2; 2.4; 3.4; 4.3; 5.1; 6.2; 7.1; 8.1

## References

The following list of references may be helpful in preparing for the examination. This list does not attempt to include all acceptable references nor is it suggested that the Certification Examination for Behavior Consultant Canine - Knowledge Assessed is necessarily based on these references.

### **BOOKS**

Bailey, John S., & Burch, Mary R. (2005). *Ethics for Behavior Analysts: A Practical Guide to the Behavior Analyst Certification Board Guidelines for Responsible Conduct*. Lawrence Erlbaum Associates.

Bailey, John, & Burch, Mary. (2006). *How to Think Like a Behavior Analyst*. Lawrence Erlbaum Assoc Inc.

Bailey, John S., & Burch, Mary R. (2002). *Research Methods in Applied Behavior Analysis*. Sage Publications, Inc.

Barry, Jim. (2008). *The Ethical Dog Trainer: A Practical Guide for Canine Professionals*. Dogwise Publishing.

Block, Peter. (1999). *Flawless Consulting: A Guide to Getting Your Expertise Used*. Pfeiffer.

Chance, Paul. (2006). *First Course in Applied Behavior Analysis*. Waveland Pr Inc.

Chance, Paul. (2002). *Learning and Behavior*. Wadsworth Publishing.

Collins, Sophie. (2007). *Tail Talk: Understanding the Secret Language of Dogs*. Chronicle Books.

Coppinger, Raymond, & Coppinger, Lorna. (2002). *Dogs: A New Understanding of Canine Origin, Behavior and Evolution*. University Of Chicago Press.

Donaldson, Jean. (1996). *The Culture Clash: A Revolutionary New Way of Understanding the Relationship Between Humans and Domestic Dogs*. James & Kenneth Publishers.

Flora, Stephen Ray. (2004). *The Power of Reinforcement (Alternatives in Psychology)*. State University of New York Press.

Gould, Stephen Jay. (1996). *The Mismeasure of Man*. W. W. Norton & Company.

Handelman, Barbara. (2008). *Canine Behavior: A Photo Illustrated Handbook*. Woof and Word Press.

Hauser, Marc Sifu. (2001). *Wild Minds: What Animals Really Think*. Holt Paperbacks.

Jensen, P. (2007). *The Behavioural Biology of Dogs*. CABI.

Lehner, Philip N. (1998). *Handbook of Ethological Methods*. Cambridge University Press.

Lindsey, Stephen R. (2000). *Handbook of Applied Dog Behavior and Training, Vol. 1: Adaptation and Learning*. Iowa State University Press.

Lindsey, Stephen R. (2001). *Handbook of Applied Dog Behavior and Training, Vol. 2: Etiology and Assessment of Behavior Problems*. Iowa State University Press.

Lindsey, Stephen R. (2005). *Handbook of Applied Dog Behavior and Training, Vol. 3: Procedures and Protocols*. Iowa State University Press.

Martin, Paul, & Bateson, Patrick. (1993). *Measuring Behaviour: An Introductory Guide*. Cambridge University Press.

Miklosi, Adam. (2008). *Dog Behaviour, Evolution, and Cognition*. Oxford University Press.

O’Heare, James. (2007). *Aggressive Behavior in Dogs*. DogPsych Publishing.

O’Neill, Robert E., & Homer, Robert H., & Albin, Richard W., & Storey, Keith, & Sprague, Jeffrey R. (1996). *Functional Assessment and Program Development for Problem Behavior: A Practical Handbook*. Wadsworth Publishing.

Patterson, Kerry. (2002). *Crucial Conversations: Tools for Talking When Stakes are High*. McGraw-Hill.

Patterson, Kerry, & Grenny, Joseph, & McMillian, Ron, & Switzler, Al. (2004). *Crucial Confrontations: Tools for talking about broken promises, violated expectations, and bad behavior*. McGraw-Hill.

Poling, Alan, & Methot, Laura L., & LeSage, Mark G. (1995). *Fundamentals of Behavior Analytic Research (Applied Clinical Psychology)*. Springer.

Ramirez, Ken. (1999). *Animal Training: Successful Animal Management Through Positive Reinforcement*. Shedd Aquarium Society.

Ryan, Terry. (2008). *Coaching People to Train Their Dogs*. Legacy Canine.

Scholz, Martina. (2006). *Stress in Dogs: Learn How Dogs Show Stress and What You Can Do to Help*. Dogwise Publishing.

Scott, John Paul, & Fuller, John L. (1998). *Genetics and the Social Behavior of the Dog*. University Of Chicago Press.

Shojai, Amy D. (2003). *Complete Care For Your Aging Dog*. NAL Trade.

Sidman, Murray. (2000). *Coercion and Its Fallout*. Authors Cooperative.

Sondermann, Christina. (2008). *Playtime for Your Dog: Keep Him Busy Throughout the Day*. Cadmos Books.

Weifel, Elizabeth Reynolds. (2009). *Ethics in Counseling & Psychotherapy: Standards, Research, & Emerging Issues*. Brooks Cole.

Wynne, Clive D. L. (2006). *Do Animals Think?*. Princeton University Press.

Zink DVM PhD DACVP, M. Christine. (2001). *Dog Health & Nutrition for Dummies*. For Dummies.

#### **DVDS**

Bailey, Bob. (2006). *The Fundamentals of Animal Training*. Dog Sports Video.

Hetts PhD, CAAB, CPDT-KA, Suzanne, & Estep PhD, CAAB, Daniel Q., & Grant DVM, David. *Canine Behavior: Observing and Interpreting Canine Body Postures*. Animal Care Training, Inc.

Kalnajs, Sarah. (2006). *The Language of Dogs*. Dogwise Publishing.



## Position Statement: Application of the Humane Hierarchy

### PURPOSE:

The Humane Hierarchy serves to guide certificants of the Certification Council for Professional Dog Trainers (CCPDT) in their decision-making process during dog training and behavior modification. Additionally, it will assist the public in understanding the standard of care to be applied by dog training and behavior professionals when determining the order of implementation for applying training practices and methodologies.

### POSITION OF THE CCPDT:

The standard of care for CCPDT certificants is that the Humane Hierarchy will be used as a guide in their decision making process when implementing training and behavior protocols. This standard of care should be followed when the certificant is working directly with a dog, creating a training plan for the client to follow, or assisting a colleague.

### HIERARCHY OF PROCEDURES FOR HUMANE AND EFFECTIVE PRACTICES

Please utilize the following steps to modify or manage a behavior:

**1. Health, nutritional, and physical factors:** The certificant ensures that any indicators for possible medical, nutritional, or health factors are addressed by a licensed veterinarian. The certificant also ensures that factors in the physical environment that have a potential to impact the dog's health, nutrition and physical condition are addressed.

**2. Antecedents:** The certificant implements environmental management strategies to prevent the behavior from occurring.

**3. Positive Reinforcement, Classical Conditioning (not listed in order of preference):**

**a. Positive Reinforcement:** The certificant ensures that reinforcement is delivered for the desirable alternative behavior, and that such reinforcement is of higher value to the dog than the reinforcement the dog has received in the past for the unwanted behavior.

**b. Classical Conditioning:** The certificant changes the dog's association with an aversive stimulus while presenting the aversive stimulus at a sub-threshold intensity.

**4. Live With or Manage the Behavior, Negative Punishment, Negative Reinforcement, Extinction, Consult Another Professional (not listed in order of preference):**

**a. Live With or Manage The Behavior:** Certificant elects to cease modification techniques and implement a management plan.

**b. Consult Another Professional:** At times, it may be beneficial for the certificant to consult another professional such as a dog trainer, veterinarian, or behaviorist for additional advice. Consulting with other professionals can be beneficial, particularly when a problem behavior does not resolve with the previously mentioned interventions.

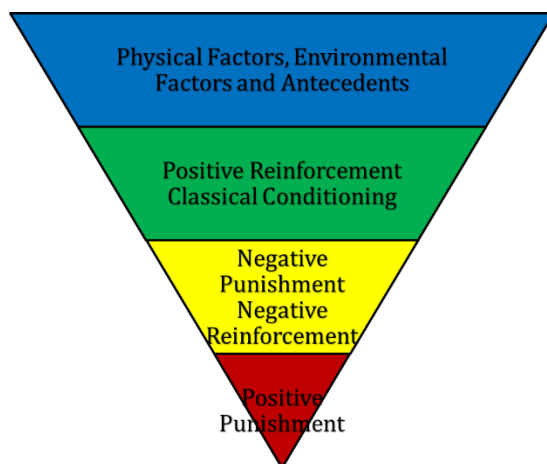
**c. Negative Punishment:** The certificant withdraws a positive reinforcer when the undesirable behavior occurs to reduce the probability that the behavior will occur in the future.

**d. Extinction:** The certificant withholds reinforcement of a previously reinforced behavior with the goal of extinguishing the behavior.

**e. Negative Reinforcement:** The certificant withdraws an aversive stimulus when the desired behavior occurs in order to increase the probability that the behavior will occur in the future.

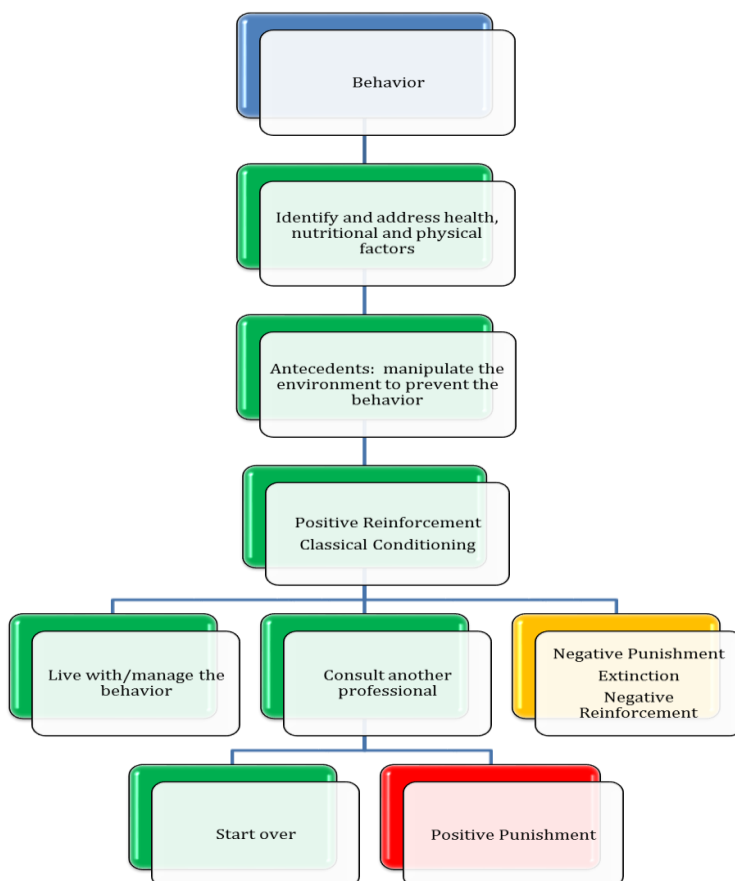
**5. Positive Punishment:** The certificant delivers an aversive consequence in response to the undesirable behavior in order to reduce the probability that the behavior will occur in the future.

This graphic depicts the Humane Hierarchy as adopted by the CCPDT and as adapted from Dr. Susan Friedman's Humane Hierarchy.



**THE APPLICATION OF THE HUMANE HIERARCHY FLOWCHART:**

This graphic visually explains the intended sequence of events as described by the CCPDT Application of the Humane Hierarchy.



Please direct any questions regarding this standard of care to our administrator at [board@ccpdt.org](mailto:board@ccpdt.org).

Amended 5/23/2014

## **Position Statement: Electronic Collars and the Humane Hierarchy**

The Certification Council for Professional Dog Trainers (CCPDT) recognizes that there are many disciplines in the world of dog training. The CCPDT does not limit its certificant profile to one type of dog trainer or one type of training discipline. With that understanding, the CCPDT does not forbid the use of electronic collars that are used within the constraints of the Humane Hierarchy. (Please see the position statement on the Application of the Humane Hierarchy found in this handbook and at [www.ccpdt.org](http://www.ccpdt.org))

The CCPDT believes that the administration of an electric stimulus during training should only be used after all other training options have been considered and rejected. A CCPDT certificant should never authorize or employ the use of electric stimulation as an initial training option. We strongly believe that the use of an electronic collar should be the last form of training considered before its use.

A CCPDT certificant is expected to exhaust all other training strategies before considering the use of an electronic collar. The CCPDT certificant should attempt or carefully rule out the following training strategies prior the use of electrical stimulation:

- Changes in antecedent stimuli
- Positive reinforcement of alternative behaviors
- A comprehensive program of counter conditioning and desensitization
- Negative punishment
- Negative reinforcement
- Consultations with other behavior professionals for alternative training suggestions

In the event that a CCPDT certificant determines that an electronic collar is the appropriate course of action for a particular dog, that trainer should never apply more than one electronic stimulation to a dog at the same time. Furthermore, the electronic stimulation should never be administered to any location other than the neck of the dog.

A CCPDT certificant who violates these directives in this position statement risks losing his or her certification. A certificant who loses his or her certification as the result of violating the directives in this position statement will have his or her name published on our website with the reason for the decertification.

**Amended 5/23/2014**

## Policy: Dog Training and Behavior Intervention Practices

### Purpose

This policy serves to govern those practices that a Certification Council for Professional Dog Trainers (CCPDT) certificant may not use during the practice of dog training or behavior modification. This policy will clarify for dog owners and dog care professionals those practices in which a CCPDT certificant may not engage.

The CCPDT recognizes that this policy does not address every practice under debate in the dog training industry. The goal of this policy is to ensure that CCPDT certificants do not engage in certain practices which can in no way be considered humane or sound by scientific standards. It also acknowledges that certain additional practices remain under debate, such as the use of electronic stimulation collars. This policy is intended as a first step in ensuring that CCPDT certificants are not using practices that are potentially egregiously harmful to dogs, either physically or emotionally.

### Definition

For the purposes of this policy, an electrical stimulation collar is defined as a collar which is used in a mode that causes electrical energy to pass through any part of the dog's body.

### Policy

The following practices are never acceptable for use by a CCPDT certificant, for any reason:

Helicoptering or hanging a dog (defined as lifting the dog off of the ground and either holding it off of the ground or swinging the dog off of the ground by the collar or leash for any period of time) or otherwise restricting the airway of the dog in any manner.

Purposely lifting a dog by the collar, leash, or scruff such that two or fewer of the dog's legs remain on the ground.

Applying a collar that delivers an electrical stimulation to a dog without first exhausting alternative intervention strategies, including, at a minimum, positive reinforcement of alternative behaviors, changes in antecedent stimuli, and either negative punishment, negative reinforcement, or extinction.

Applying more than one (1) electrical stimulation collar to a dog at the same time.

Applying an electrical stimulation collar to the genital region or abdomen area of the dog.

Applying a toe or ear pinch (defined as applying a pinching pressure either with the hand or with a tool of any sort - including but not limited to a cord or wire - to a toe, ear or any other body part of the dog with the intention of causing the dog to perform or cease a behavior).

Drowning (defined as submersion of the dog's head in water for any period of time).

Applying a cattle prod to any part of the dog's body.

No trainer or behavior consultant who has been certified through a CCPDT certification program shall engage in any of the above-named acts for any reason. To report any such conduct by a trainer or behavior consultant whom you believe has been certified through one of the CCPDT's certification programs, please refer to the CCPDT's Certification Compliance and Disciplinary Procedures or contact our administrator at [administrator@ccpdt.org](mailto:administrator@ccpdt.org).

(Adopted 8/4/11)



## Certification Council for Professional Dog Trainers®

Certification Council for  
Professional Dog Trainers

### Policy

## Code of Ethics

### Purpose

The Certification Council for Professional Dog Trainers (the CCPDT®) Code of Ethics provides the CCPDT certificants/candidates with a set of guidelines and goals designed to assist certificants/candidates in the ethical challenges of their work and elevate the level of professionalism in dog training and behavior consulting. Additionally, the CCPDT will apply the Code of Ethics as a set of enforceable standards which certificants/candidates must agree to abide by in order to retain certification by the CCPDT.

### Policy

A certificant/candidate of the CCPDT affirms to abide by the following:

1. to operate as a certificant/candidate without discrimination on the basis of race, color, ethnicity, national origin, gender, disability, physical limitation, marital or familial status, sexual orientation, religion or political beliefs.
2. to assist clients in establishing humane, realistic training and behavior goals in accordance with the CCPDT Humane Hierarchy Position Statement.
3. to understand and fully comply with the CCPDT Training and Behavior Practices Policy.
4. to utilize training and behavior modification methods based on accurate scientific research, emphasizing positive relationships between people and dogs and using positive reinforcement-based techniques to the maximum extent possible.
5. to always provide for the safety of clients and animals in training programs and behavior consultations.
6. to act with honesty and integrity toward clients, respecting their legitimate training and behavior goals and the autonomy of their choice, provided they conform to societal and legal standards of humane treatment for their pet.
7. to refrain from public defamation of colleagues, respecting their right to establish and follow their own principles of conduct, provided those principles are ethical and humane according to the CCPDT Humane Hierarchy Position Statement.
8. to provide truthful advertising and representations concerning certificant/candidate qualifications, experience, performance of services, pricing of services and expected results; to provide full disclosure of potential conflicts of interest to clients and other professionals.
9. to refrain from providing guarantees regarding the specific outcome of training.
10. to use properly authorized logos and credentials provided by the CCPDT when marketing in print or electronic media.
11. to obtain written informed consent from any client prior to photographing, video or audio recording a dog training session.
12. to work within the professional boundaries of the CCPDT certifications and individual expertise and refrain from providing diagnosis, advice or recommendations in areas of veterinary medicine or family counseling unless certified to do so. This does not preclude referring the client to a veterinary or behavior consulting professional.
13. to maintain and respect the confidentiality of all information obtained from clients in the course of business; to refrain from disclosure of information about clients or their pets to others without the client's explicit consent, except as required by law.

14. to be aware of and comply with applicable laws, regulations and ethical standards governing professional practices, treatment of animals (including cases of neglect or abuse) and reporting of dog bites in the state/province/country when interacting with the public and when providing dog training or behavior consulting services.
15. to keep accurate and complete records of clients, their animals and the training and behavior services provided; to ensure secure storage and when appropriate, confidential disposal of such records.
16. to continue professional development as required for maintaining the CCPDT credentials in accordance with the policies of the CCPDT.
17. to maintain and respect the confidentiality of the contents of any and all certification examinations of The CCPDT.
18. to maintain and respect the confidentiality and security of the contents of any and all certification examinations of the CCPDT including, but not limited to, refraining from: stealing portions of, or the entire examination(s); removing written examination materials from a test or meeting site without authorization; reproducing and/or disseminating examination materials without authorization; using paid test takers for the purpose of reconstructing an examination; using improperly obtained test questions to prepare person(s) for the examination; cheating during an examination; impersonating an examinee or having an impersonator take an examination.

### **Enforcement of the CCPDT Code of Ethics**

The CCPDT Code of Ethics must balance the ability of the certificant/candidate to ethically function within the dog training and behavior consulting professions while providing provisions for the CCPDT to enforce the standards by which certificants/candidates have agreed to abide. The CCPDT Board of Directors will use the following enforcement provisions:

- Code of Ethics violations will be investigated using the timeline and procedure outlined in the CCPDT Certification Compliance and Disciplinary Procedures (found at [www.ccpdt.org](http://www.ccpdt.org)) except for a certificant whose certification was revoked as the result of felony conviction (see CCDT Certification Compliance and Disciplinary Procedures) a former certificant may reapply for certification after one (1) year from the revocation date. If certification is revoked, the individual may contact the CCPDT Board of Directors to request to reapply for certification. The Board of Directors will respond to the individual within thirty (30) days of receipt of the request for recertification. If approved, the individual will be eligible to take the current version of the examination during the next available testing period. No CEUs will remain valid from the recertification period wherein certification was revoked.
- Former certificants seeking recertification may only recertify for the credential that was revoked. If the individual successfully applies for recertification status and passes the current version of the examination, then the individual may apply for other certifications per the current guidelines of the CCPDT Candidate Handbook.
- If certification is revoked and recertification is not sought, the individual is ineligible for all other CCPDT examinations.
- If a candidate does not pass a CCPDT examination but is notified of a violation of the Code of Ethics, the individual may provide the CCPDT Board of Directors with an appeal as to why the violation of the Code of Ethics should not disqualify him/her from taking the certification examination again. The Board of Directors will respond to the individual within thirty (30) days of receipt of the request for examination. If approved, the individual will be eligible to take the current version of the examination during the next available testing period.

I have read the Code of Ethics of the Certification Council for Professional Dog Trainers and agreed to abide by this code in my dog training and/or behavior consulting practice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Certification Council for  
Professional Dog Trainers®**

---

Certification Council for  
Professional Dog Trainers

**Attestation Statement**

Candidate's Name: \_\_\_\_\_

Candidate's Address: \_\_\_\_\_

The candidate named above is registering to sit for an examination offered by the Certification Council for Professional Dog Trainers. By signing this reference, you indicate that to the best of your knowledge and belief the candidate has successfully demonstrated a positive relationship with clients, including the safe handling of dogs, in his/her role as a dog training or canine behavior professional in your community.

Reference Name (Please Print): \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check one:  Veterinarian License Number: \_\_\_\_\_

CCPDT Certificant Certificate Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

---