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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:** 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:

- 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>, and books must address at least one of the testing domains in the content outline for the certification for 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
- Webinars/Webcasts (both live and recorded)
- DVDs

**Calculation of CEUs:** CEUs will be calculated using the following chart. Break and meal times must be deducted from the total event time.

Educational Course	CEUs Awarded
Knowledge-Based Educational Course	1 CEU per Classroom Hour <sup>4</sup>
Skills-Based Educational Course	1.5 CEU per Training Hour <sup>5</sup>
Item Review/Exam Review	1 CEU per Hour
Item Writing	1 CEU per 5 Items
CPDT-KSA Video Rating	1 CEU per Hour
Article <sup>2</sup>	4 CEUs
Published Book <sup>3</sup>	8 CEUs

**Speaker Eligibility Requirements:** CCPDT CEUs will be awarded to courses in which the presenter possesses one or more CCPDT credential, IAABC credential, or an appropriate higher education degree (e.g., BA/BS, MA/MS, DVM, PhD, CAAB, ACAAB) in the knowledge area on which they are speaking. In the event that a presenter does not meet the above eligibility requirements, a CCPDT Approved Educational Provider must host the event in order to be considered for CEU approval. For CBCC-KA CEUs, courses must be instructed by a CBCC-KA, IAABC credentialed professional, or higher degree holder.

<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 published book is defined as a researched piece of work, minimum of 20 pages with references, quotes and citations whose target audience is the general public and/or other animal professionals, and is available for sale.

<sup>4</sup> A classroom hour is defined as a full hour devoted entirely to course content, not including time allocated for breaks or meals.

<sup>5</sup> A training hour is defined as hands-on training with a live animal as part of the attendee's participation in the course.

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

**Distribution of CEU Credit:** 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.

**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 course per certification period regardless of the number of times they present the same course within that recertification period.
- Item Writing will be limited to 5 CEUs per recertification period.
- Item Review/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.
- Authors of published books and/or articles may apply and receive CEUs only once per publication.

**Applying for CEUs:** Hosts/presenters wishing to request CCPDT CEUs must submit an application through the CCPDT website. All ongoing educational courses will be approved for CEUs for three years from the initial course start date.

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. For webinars/DVDs, the certificand must contact the host to upload their earned CEUs.

The applicant is required to provide the necessary information in the CEU application. Incomplete applications or those providing insufficient 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.

Once the CEU application has been processed, the applicant will receive email notification of the status of the application. Approval emails will contain a link and a verification code for issuing CEU credits to the certificant online record.

**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.

**Appeal for Denied CEUs:** 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.

**Approved Educational Provider:** To apply for the CCPDT Approved Education Provider (AEP) program, please contact [administrator@ccpdt.org](mailto:administrator@ccpdt.org).