

**Examination  
for  
CERTIFIED PROFESSIONAL DOG TRAINER –  
Knowledge Assessed**

Handbook for Candidates



Certification Council for  
Professional Dog Trainers

**SPRING 2017 TESTING PERIOD**

**Application Deadline: January 20, 2017**

Testing Period Begins: Saturday, March 4, 2017

Testing Period Ends: Saturday, March 18, 2017

**FALL 2017 TESTING PERIOD**

**Application Deadline: August 4, 2017**

Testing Period Begins: Saturday, September 9, 2017

Testing Period Ends: Saturday, September 23, 2017

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## 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 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 Professional Dog Trainer - Knowledge Assessed® (CPDT-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 CPDT-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.

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## Purposes of CPDT-KA Certification

To promote delivery of safe and effective dog training through the certification of qualified professional dog trainers by:

1. Recognizing formally those individuals who meet the eligibility requirements of the CCPDT and pass the Examination for Certified Professional Dog Trainers - Knowledge Assessed.
2. Encouraging continued professional growth in the practice of professional dog training.
3. Establishing and measuring the level of knowledge and skills required for certification in professional dog training.
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 professional dog trainer.

## Eligibility Requirements

1. A log documenting at least 300 hours of experience in dog training within the last three (3) years. Two hundred twenty-five (225) hours of experience must be training hours which should include: instructing group dog training classes, conducting private training lessons, consulting with clients, and training hands-on with one or more dogs. A candidate may log training hours as a Trainer's Assistant providing they are actively instructing a client or training a dog as part of their assistant role. Seventy-five (75) hours of experience can be in other related areas such as volunteering at an animal shelter, consulting with another trainer about current cases, designing training plans, working as a veterinary technician, dog groomer, and assisting another trainer but not actively instructing a client or training a dog.
2. A high school diploma or GED equivalent
3. A signed and completed attestation statement from a CCPDT certificant or veterinarian
4. Acknowledgement of the CCPDT Code of Ethics
5. Completion of the online application
6. 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.

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## 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 Examination for Certified Professional Dog Trainer - 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 Examination for Certified Professional Dog Trainer - Knowledge Assessed are eligible to use the designation, Certified Professional Dog Trainer - Knowledge Assessed (CPDT-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 Professional Dog Trainers – Knowledge Assessed certificants' names and addresses will be maintained by the CCPDT. Certified Professional Dog Trainers - Knowledge Assessed names and contact information 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 Professional Dog Trainer - Knowledge Assessed designation is recognized for a period of three (3) 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 Examination for Certified Professional Dog Trainer - 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.

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## Application Procedure

The online application is accessed via the CCPDT website. To obtain additional copies of this Handbook for Candidates for the Examination for Certified Professional Dog Trainer - 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 all information requested in the online application.

**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, Military ID or passport.*

**CODE OF ETHICS:** All candidates must read and agree to adhere to the CCPDT Code of Ethics as part of their online application.

### SUPPORTING DOCUMENTS

Please save the necessary documents in .jpg or PDF format and upload them as part of the online application process.

**ATTESTATION STATEMENT:** The signed Attestation Statement is required in order to be eligible to sit for the Examination for Certified Professional Dog Trainer - Knowledge Assessed. The statement can be filled out by either a veterinarian or a CCPDT Certificant. The Veterinarian must provide their license number and the Certificant must provide their certificate number and expiration date on the Attestation Statement. The Attestation Statement can be found at the end of this handbook as well as on the CCPDT website.

**TRAINING LOG:** See Eligibility Requirements for details. The Training Log form can be found on the CCPDT website.

**SUBMIT THE APPLICATION:** Submit (online) the application, the attestation statement, and the training log by the deadline shown on the cover of this Handbook.

## Fees

Application fee for the Examination for Certified Professional Dog Trainer - Knowledge Assessed: **\$385.00**

**After you submit the online application it will be reviewed and you will be notified via email on how to submit payment. Please note that without a successful payment your application will be in pending status and you will not be registered to take the test.**

## 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.**

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## 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 Examination for Certified Professional Dog Trainer - 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).

If you do not reside within the United States and certain parts of Canada, check the relevant box on your online application and 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 <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 about 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 contact PTC at 212-356-0660 if you have not received your Scheduling Authorization email at least three weeks prior to the start of your testing period.**
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- It is your responsibility as the candidate to contact PSI to schedule the examination appointment.
- It is highly recommended that you become familiar with the testing site.
- 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.

## Online Practice Test

Candidates can experience what the computerized test will be like by taking an online practice exam. This fifty (50) question practice test gives a glimpse into the CPDT-KA exam using actual questions which have been retired from past forms of the examination. Scores by content area are provided upon completion. This is an opportunity to experience taking the computerized exam, to review content included in the Examination for Certified Professional Dog Trainer - Knowledge Assessed, and to learn more about question format and style. Two (2) hours are allotted to complete the fifty (50) questions for a fee of \$60. The examination can be found at the PTC website at [www.ptcny.com](http://www.ptcny.com).

## 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.
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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 Examination for Certified Professional Dog Trainer - 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 Examination for Certified Professional Dog Trainer – Knowledge Assessed is 193 correct questions out of a total of 250 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 Examination for Certified Professional Dog Trainer - 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 trainers, 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 trainers. 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.

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## Content of Examination

1. The Examination for Certified Professional Dog Trainer - Knowledge Assessed is composed of a maximum of two hundred fifty (250) 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 in this Handbook.
3. The questions for the examination are obtained from individuals with expertise in dog training and are reviewed for construction, accuracy, and appropriateness by the CCPDT.
4. The CCPDT, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Certification Examination for Professional Dog Trainers - Knowledge Assessed will be weighted in approximately the following manner:

Instruction Skills	38%
Animal Husbandry	6%
Ethology	10%
Learning Theory	38 %
Equipment	8%

## Content Outline – CPDT-KA

- I. Instruction
  - A. Interpersonal Skills
    1. communication
      - a. verbal communication skills
      - b. written communication skills
    2. interacting with clients
      - a. clients with special needs
      - b. client compliance
      - c. environmental challenges
      - d. classroom management
  - B. Teaching Skills
    1. visual, auditory, and kinesthetic teaching techniques
    2. development and design of lesson plans/curriculum
    3. development of handouts
    4. appropriate selection and effective use of demonstration dogs
  - C. Managing the Training Environment
    1. safety
    2. physical layout
    3. distractions/disruptions
  - D. Business Practices and Ethics
    1. ethics in practice
    2. CCPDT training policies and position statements
      - a. Humane Hierarchy
      - b. Prohibited Practices (Dog Training and Behavior Intervention Practices)
      - c. Code of Ethics
    3. client's rights/informed consent
    4. referrals to other professionals
- II. Animal Husbandry
  - A. General Health

1. contagious disease
    - a. vaccinations and titers
  2. parasites
  3. spay/neuter
  4. nutrition
  5. basic grooming
- B. Physical and Behavioral Signs Indicating a Need for Referral
- C. Training Dogs with Physical and Behavioral Limitations

### III. Ethology

- A. Domestication
- B. Development
1. physical
  2. behavioral
- C. Body Language
1. distance increasing behaviors
  2. distance decreasing behaviors
  3. stress indicators/displacement behaviors
  4. characteristics limiting communication
- D. Physical and Sensory Characteristics

### IV. Learning Theory

- A. Operant Conditioning
1. reinforcement
    - a. types of reinforcement
    - b. schedules of reinforcement
    - c. reinforcer selection and application
  2. punishment
    - a. types of punishment
    - b. punisher selection and application
  3. extinction
  4. prompting
  5. shaping and chaining
  6. stimulus control
    - a. discrimination
    - b. generalization
- B. Classical Conditioning
1. counterconditioning and desensitization
  2. sensitization
- C. Training Problems
1. problem solving /changing strategies
  2. risks of inappropriate use of reinforcement and punishment
  3. misapplication of cues
- D. Environmental Management
1. addressing potential factors in the physical environment
  2. redesigning setting events
  3. changing motivations
  4. adding or removing discriminative stimuli (cues) for the problem behavior

### V. Equipment

- A. Training Equipment
- B. Management Equipment
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## Sample Examination Questions

In the following questions, choose the one best answer.

- 1.) If an owner calls before class and says that his puppy has had diarrhea for the past two days, the trainer should
    1. advise the owner to put the puppy on a bland diet.
    2. instruct the owner to immediately take the puppy to the vet.
    3. tell the owner not to bring the puppy to class and to call its veterinarian.
    4. ask the owner for more details to determine whether the puppy should come to class.
  
  - 2.) Which of the following information would be most important to obtain before a dog comes to class?
    1. Owner's training goals
    2. Dog's previous training
    3. Dog's vaccination and behavior history
    4. Dog's breed, age, and reproductive status
  
  - 3.) A slip collar should not be left on an unsupervised dog because
    1. the collar may loosen and slip off the dog.
    2. the dog may catch the collar on something and strangle.
    3. it is difficult to put identification tags on this type of collar.
    4. the dog can only tolerate the collar for a short period of time.
  
  - 4.) Which outcome is expected when an unpleasant stimulus is removed following a response?
    1. Positive punishment
    2. Negative punishment
    3. Positive reinforcement
    4. Negative reinforcement
  
  - 5.) How should a dog trainer aid an owner with limited mobility?
    1. Tell the owner to bring someone to assist during class
    2. Refer owner to a colleague with experience training assistance dogs
    3. Discuss a variety of options and agree on reasonable accommodations
    4. Recommend board and train, giving the dog back to the owner with instructions
  
  - 6.) A frightened dog may display which of the following behaviors?
    1. Mounts owner or dogs during playtime
    2. Instigates "keep away" with other dogs
    3. Wags tail with ears set neutrally on head
    4. Scans facility and does not focus on owner
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7.) Which of the following is the most appropriate type of equipment for a dog with a collapsed trachea?

1. Prong collar
2. Body harness
3. Breakaway collar
4. Limited slip collar

8.) Which of the following conditions is common in large, deep-chested breeds and is associated with exercise, excessive food and water intake, and/or stress?

1. Heat stroke
2. Hip dysplasia
3. Gastric torsion
4. Thyroid disease

**CORRECT ANSWERS TO SAMPLE QUESTIONS**

1.3; 2.3; 3.2; 4.4; 5.3; 6.4; 7.2; 8.3

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## References

The following list of references may be of some help in preparing for the examination. This list does not attempt to include all acceptable references nor is it suggested that the Examination for Certified Professional Dog Trainer - Knowledge Assessed is necessarily based on these references.

### Instruction

#### **Books**

Alexander, Melissa C. (2003). Click for Joy. Sunshine Books.

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

Dunbar, Ian. (2003). Doctor Dunbar's Good Little Dog Book. (3rd ed.) James & Kenneth Publishers.

Killion, Jane. (2007). When Pigs Fly! Training Success with Impossible Dogs. Dogwise Publishing.

Martin, Kenneth & Debbie. (2011). Puppy Start Right: Foundation Training for the Companion Dog. Sunshine Books.

Miller, Pat. (2008). Play With Your Dog. Dogwise Publishing.

Ryan, Terry. (2008). Coaching People to Train Their Dogs. (2nd ed.) Legacy Canine.

Smith, Cheryl S. (2007). Visiting the Dog Park: Having Fun, Staying Safe. Dogwise Publishing.

Wilde, Nicole. (2003). It's Not the Dogs, It's the People! A Dog Trainer's Guide to Training Humans. Phantom Publishing.

Yin, Sophia. (2011). Perfect Puppy in 7 Days: How to Start Your Puppy Off Right. CattleDog Publishing.

#### **DVDs**

Donaldson, Jean. (2007). Perfect Paws in 5 Days - featuring Jean Donaldson's Modern Dog Training Methods. Perfect Paws Productions.

Sdao, Kathy. (2012). What Not to Err: Training Mistakes that Create Headaches for Dogs. Tawzer Dog LLC.

### Animal Husbandry

#### **Books**

Eldredge, Debra, Carlson, L., Carlson, D., Giffin, J., Adelman, B. (2007). Dog Owner's Home Veterinary Handbook (4th ed.) Turner Publishing Company.

### Ethology

#### **Books**

Aloff, Brenda (2005). Canine Body Language - A Photographic Guide - Interpreting the Native Language of the Domestic Dog. Dogwise Publishing.

Bradshaw, John. (2011). Dog Sense: How the New Science of Dog Behavior Can Make You a Better Friend to Your Pet. Basic Books.

Coppinger, Raymond & Lorna. (2001). Dogs: A Startling New Understanding of Canine Origin, Behavior & Evolution. Scribner.

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Handelman, Barbara. (2008). Canine Behavior: A Photo Illustrated Handbook. Dogwise Publishing.

McConnell, Patricia B. (2003). The Other End of the Leash: Why We Do What We Do Around Dogs. Ballantine Books.

#### **DVDs**

Byrnes, Carol A. (2008). What is My Dog Saying? : Canine Communication 101. Diamonds in the Ruff.

Hetts, Suzanne & Estep, Daniel. (2004). Fundamentals of Canine Behavior. Island Dog Press.

Hetts, Suzanne & Estep, Daniel. (2013). Canine Body Postures: The Professional's Video Guide to Understanding the Body Language of Dogs. Animal Care Technologies, Inc.

### **Learning Theory**

#### **Books**

Burch, Mary & Bailey, Jon. (1999). How Dogs Learn. Howell Book House.

Donaldson, Jean. (2013). The Culture Clash: A Revolutionary New Way to Understanding the Relationship Between Humans and Domestic Dogs. (2nd ed.) Dogwise Publishing.

Miller, Pat. (2008). The Power of Positive Dog Training. (2nd ed.) Howell Book House.

Pryor, Karen. (2006). Don't Shoot the Dog! : The New Art of Teaching and Training. (3rd ed.) Ringpress Books.

Reid, Pamela J. (1996). Excel-erated Learning: Explaining in Plain English How Dogs Learn and How Best to Teach Them. James & Kenneth Publishers.

Rogerson, John. (2011). The Dog Vinci Code. John Blake Publishers.

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

Yin, Sophia. (2010). How to Behave So Your Dog Behaves. (2nd ed.) T.H.F. Publications, Inc.

#### **DVDs**

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

Sdao, Kathy. (2009). Get Smart About Training. Tawzer Dog LLC.

### **Equipment**

#### **Books**

Ganley, Dee, Bond, C. & Theriault, D. (Eds.) (2008). Changing People, Changing Dogs: Positive Solutions for Difficult Dogs. Dogwise Publishing.

Tucker, Maggie Tai. (2001). Professional Standards for Dog Trainers: Effective, Humane Principles. Delta Society.

Weinberg, Dani. (2006). Teaching People Teaching Dogs - Insights and Ideas for Instructors. HowIn Moon Press.

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**Online Videos**

Animal Behavior Resources Institute. [www.abrionline.org](http://www.abrionline.org) : Conditioning an Emotional Response by Jean Donaldson; Fitting the Gentle Leader by Becky Shultz, BA; Fitting the Easy Walk Harness by Janet Velenovsky, CPDT-KA, CDDBC, KPA CTP, ACCBC; Tips for Using the Easy Walk Harness by Janet Velenovsky, CPDT-KA, CDDBC, KPA CTP, ACCBC.

**Additional Animal Behavior & Training Resources****Books**

Chance, Paul. (2013). Learning and Behavior. (7th ed.) Cengage Learning.

Pryor, Karen. (2002). Click! For Life - Clicker Training for the Shelter Environment A Working Guide. Karen Pryor Clicker Training.

Sternberg, Sue. (2002). Great Dog Adoptions, A Guide for Shelters. Latham Foundation Press.

Sternberg, Sue. (2003). Successful Dog Adoption. Howell Book House.

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## 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.

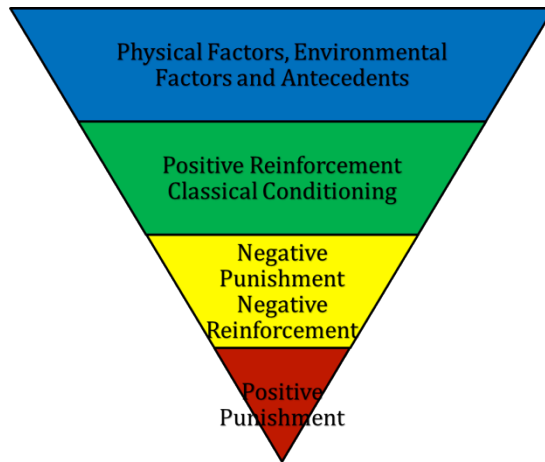
**d. Extinction:** The certificant withholds reinforcement of a previously reinforced behavior with the goal of extinguishing the behavior.

**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.

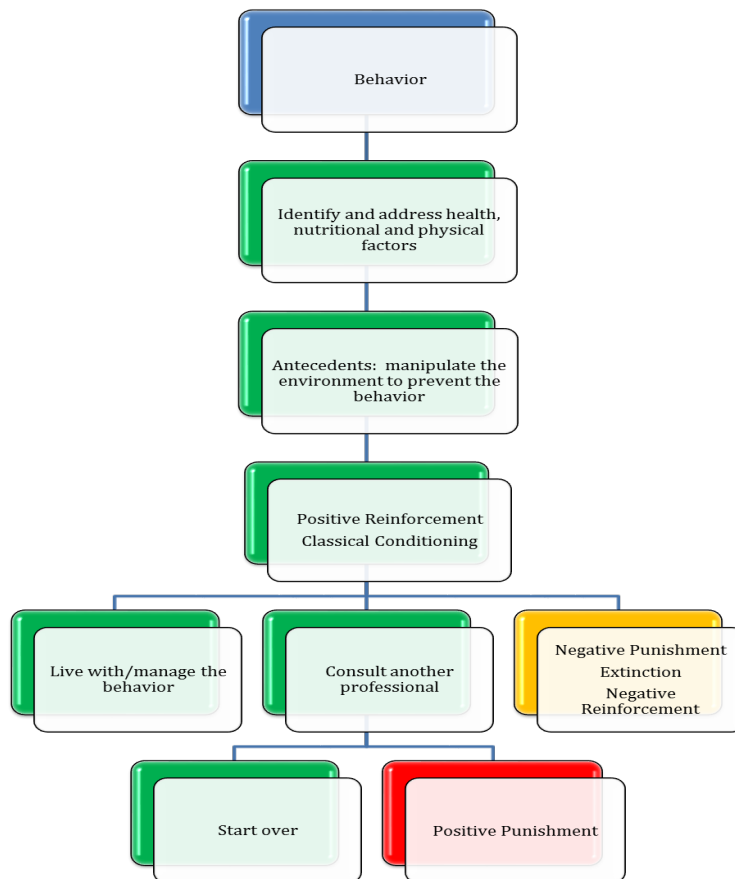
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This graphic depicts the Humane Hierarchy as adopted by the CCPDT and as adapted from Dr. Susan Friedman's Humane Hierarchy.



**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

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# 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)

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# Certification Council for Professional Dog Trainers®

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## Policy

Certification Council for  
Professional Dog Trainers

### 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.
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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 refrain from making material misrepresentations as part of the application for certification or recertification.
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 CCPDT 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: \_\_\_\_\_