



Certification Compliance and Disciplinary Procedures

I. Purpose

Certification Council for Professional Dog Trainers (CCPDT) operates according to a Code of Ethics (“Ethics”) and a set of Dog Training and Behavior Intervention Practices (“Practices”) and underlying procedures and position statements. The purpose of this policy is to outline the procedures to be followed when a CCPDT certificant or candidate is accused of having violated any policies of the organization. All certificants and candidates are expected to conform to the CCPDT’s published Policies, Practices, Positions, and Ethics at all times.

II. Application of Policies

- A. No individual is eligible to apply for or to maintain certification unless the individual is in compliance with all applicable CCPDT Policies, Practices, Positions, and Ethics. Each individual bears the burden for demonstrating and maintaining compliance at all times. The CCPDT may deny or revoke a certification when an individual is found to be out of compliance with the applicable CCPDT Policies, Practices, Positions, or Ethics has made a material misrepresentation as part of his or her application for certification.
- B. The Board of Directors of the CCPDT shall have the power to deny a candidate's eligibility to take any CCPDT certification examination, to revoke permanently any certificate issued by the CCPDT, or to take any other appropriate disciplinary action that lies within the purview of the CCC, upon presentation of sufficient evidence that the person in whose name the certificate is (or would be) issued has acted in violation of the CCPDT’s Policies, Practices, Positions, or Ethics.
- C. A certificant subsequently convicted of a felony is subject to immediate revocation of his or her certification without further hearing. An individual convicted of a felony shall be ineligible to apply for certification until release from confinement and completion of any probationary period.
- D. The CCPDT Board of Directors shall appoint a Certification Compliance Committee (“CCC”) to consider alleged violations of any applicable CCPDT Policies, Practices, Positions, or Ethics. The CCC shall be composed of at least three CCPDT Directors. A committee member may not serve on the CCC in the review of any matter in which

his or her impartiality might reasonably be questioned or which presents either an actual or an apparent conflict of interest. All actions by the CCC shall be determined by a majority vote.

III. Review and Appeal Procedures

- A. Allegations of any violation of the CCPDT Ethics, Practices, or any CCPDT policies, position statements, procedures, or standards shall be submitted to the CCPDT Administrator, administrator@ccpdt.org. The complaint will be forwarded to the Chairperson of the CCC and the CCPDT Executive Director.
 1. Any person alleging a violation of CCPDT Policies, Practices, Positions, or Ethics should identify in writing the certificant, or candidate, in question and the specific facts concerning the alleged conduct with as much detail as possible. That person alleging wrongful conduct by a certificant or candidate will be known as "the Complainant."
 2. The complaint must contain the name, address, email address and telephone number of the person alleging the wrongful conduct. In the event that the Complainant does not know all contact information, the complaint must contain sufficient identifying and contact information for the CCC to positively identify the certificant who is the subject of the complaint. Anonymous complaints will not be entertained.
 3. The Complainant can be any individual with relevant and verifiable concerns about a CCPDT candidate or certificant. The complainant shall submit a formal complaint statement as directed by the published "Complaint Policy".
- B. If the CCC determines that the allegations are frivolous or fail to state a violation of the CCPDT's Policies, Practices, Positions, or Ethics, no further action shall be taken and the complainant shall be notified of that determination. The subject of the complaint may not be notified in this instance.
- C. If the CCC determines that the allegations state a violation or violations of the CCPDT's Policies, Practices, Positions, or Ethics, the CCC shall begin an initial investigation of the matter. If, after the initial investigation, the CCC determines that the allegations and facts are inadequate to sustain a finding of a violation, no further action shall be taken. The CCC will notify the Board of Directors, the Complainant, and may notify the subject of the complaint.
- D. If, after the initial investigation, the CCC finds that good cause exists to question whether a violation of the CCPDT's Policies, Practices, Positions, or Ethics has occurred, the CCC shall transmit a statement of the allegations, along with any supporting evidence to the candidate or certificant (hereafter referred to as "Respondent") by electronic mail ("email").

1. All candidates and certificants are responsible for keeping their contact information up-to-date with the CCPDT at all times.
 2. The statement of allegations within the complaint shall set forth the applicable standard and a statement of facts constituting the alleged violation.
 3. The Respondent shall have 30 calendar days from receipt of the statement of facts to respond to the allegations, by email. The Respondent may submit written evidence, photographic and/or video evidence, witness statements, and any other appropriate evidence to support his or her position.
 4. Any witness statement submitted into evidence by the Respondent must be submitted in affidavit form and must contain the name, address, email address, and telephone number of the witness, as well as an attestation of truthfulness statement signed by the witness.
 5. In the event no response to the statement of facts is received by the CCC within the 30-day time period, the Respondent will be deemed to have admitted to the allegations as presented and the CCC will recommend a default judgment to the Executive Committee.
 6. The CCC may, at its discretion, contact any witnesses for either party with regard to their statements. A written recording will be made of any conversation with the witness or witnesses. If the witness refuses to permit the recording of the conversation, that witness' evidence will not be considered. A report of those conversations shall be forwarded to the Respondent.
- E. After the completion of its investigation, the CCC shall issue a written recommendation to the CCPDT Executive Committee. A decision by the Executive Committee will be filed within 30 business days of the close of the record. The decision, including any sanctions determined by the Executive Committee, shall be transmitted to the Respondent via email.
- F. If the Executive Committee complaint allegations have not been established by a preponderance of the evidence, the Respondent shall be so notified, and no further action on the matter will be taken by the CCPDT.
- G. If the Executive Committee decides that the complaint allegations are true, and thus the decision is not favorable to the Respondent, the Respondent may appeal the decision to the full CCPDT Board of Directors. A request for Review by the Board of Directors must be submitted by the Respondent within 30 calendar days of receipt of the decision of the Executive Committee.
- H. The full CCPDT Board of Directors, by majority vote, will issue a decision based on the complaint record without any hearing, oral argument, or further submission of evidence. The full board will issue their findings in writing. The decision shall contain findings of fact, conclusions of the Board of Directors and any sanctions to be

applied. Such decision shall be final. The decision shall be transmitted to the certificant or candidate by email.

IV. Sanctions

Available sanctions include denial of a candidate's application for a CCPDT examination, or revocation of any existing certification, and other disciplinary action that lies within the purview of the CCPDT, as determined by the Executive Committee or the Board of Directors. Respondents whose certification is denied or revoked as a result of the hearing process may be required to pay for related expenses incurred by the CCPDT.

V. Publication

Disciplinary action taken against a certificant will be published on the CCPDT website and in the CCPDT Newsletter.