



Certification Council for  
Professional Dog Trainers

## Examination Challenges

### Purpose

The purpose of this policy is to provide guidelines for how an individual may question the reliability, validity, and/or fairness of a Certification Council for Professional Dog Trainers examination.

### Policy

The Certification Council for Professional Dog Trainers (CCPDT) shall provide all candidates with a Candidate Comment Form at the conclusion of each written examination. This shall be their opportunity to comment on anything pertaining to the examination contents or testing environment. A candidate may also send a letter to the CCPDT headquarters or by email to [comments@ccpdt.org](mailto:comments@ccpdt.org) describing the basis for a content challenge or administrative complaint. The letter must be postmarked no later than fourteen (14) calendar days after taking the examination, and must contain all relevant information, including the remedy being sought. The CCPDT will **not** consider challenges or complaints sent after this deadline.

The CCPDT shall investigate the challenge or complaint and respond in writing by letter or by email to the candidate. The candidate may appeal a negative decision, but the CCPDT will only reconsider the challenge or complaint if the candidate provides a rationale for why the original disposition of the challenge or complaint was arbitrary or capricious.

Examination material is not available for review by candidates, unless such review is mandated by state law.