



Examination Testing Date Transfer

Purpose

The purpose of this policy is to describe the procedures and cost for a candidate to change their testing date for written examinations to the next testing window.

Policy

Once a candidate has submitted the application and fee and is approved to take one of the Certification Council for Professional Dog Trainers (CCPDT) written examinations, the application fee is non-refundable. However, a candidate may transfer to the next testing window by sending a written request to the testing company no later than thirty (30) days after the initial testing window ends, including an additional transfer fee which is approved by the Board of Directors to be no less than the fee payable by the CCPDT to the testing company.

A candidate may only transfer once and only to the next regularly scheduled testing window. A second transfer request must be accompanied by the full examination fee.