



Certification Council for  
Professional Dog Trainers

## **Recertification Late Submission**

### **Purpose**

The purpose of this policy is to describe how a certificant may submit a late recertification application.

### **Policy**

An application for recertification may be submitted up to thirty (30) calendar days past the deadline if accompanied by a \$100 late fee, in addition to the recertification fee.

A recertification application submitted more than thirty (30) calendar days past the deadline will not be considered unless prior written approval for an extension was granted by the Certification Council for Professional Dog Trainers (CCPDT) Board of Directors. A copy of the extension approval letter must accompany the recertification application along with the recertification application, supporting documents, the recertification fee, a \$100 late fee, and \$50 for each additional thirty (30) calendar day period past the deadline.

Regardless of when the application is accepted, the CEU credits claimed toward recertification must have been earned prior to the original recertification due date.

No application may be extended for more than six (6) months.

The CCPDT reserves the right to return recertification documents, unprocessed, that are not accompanied with all of the appropriate fees and late fees.