CCPDT recognizes there are experts in the field of dog training and canine behavior consulting who may not meet the Speaker Eligibility Requirements outlined in the CCPDT CEU policy. While CCPDT believes that certification is an important measure of quality and professionalism, the organization also believes that encouraging educational diversity is a key component to a well-educated community.

To support this belief, CCPDT has developed an Approved Educational Provider (AEP) Program. This program allows organizations who are providing continuing education to dog trainers and behavior consultants the opportunity to vet non-credentialed speakers and have their courses approved to offer CCPDT CEUs.

The Host organization is responsible for the quality of both the content and presenters of its courses. CCPDT reserves the right to audit Host courses and to revoke AEP Program approval if the Host is not providing the approved content or using non-approved speakers.

Eligibility
Organizations/Hosts that offer educational content directly in support of the testing domains specified in one or more CCPDT certification and whose individual Speakers/Presenters may not meet the criteria established in the CEU policy can apply to participate in the AEP Program.

Application Process
The Host organization must submit the following:

- Completed application (available for download at www.ccpdt.org/aep)
- Evidence of having been in operation for at least one (1) year. This evidence may include items such as a certificate of good standing from the secretary of state or certified tax documentation.
  
  OR
  
  Evidence that the organization has conducted at least five (5) previously approved continuing education courses in animal training and behavior. Such evidence may include past program brochures, advertisements, or other related materials.

- Application Fee of $995.00

Please allow up to 30 days for review and approval of your application.

AEP Host Responsibilities
The approved AEP Host organization is responsible for:

- Ensuring that all its programs meet the educational requirements of the certification for which CEUs are granted
• Submitting all programs for CEU approval through the CCPDT website no less than 30 days prior to the program start date
• Maintaining records of individual programs and attendance for audit by CCPDT for a minimum of three (3) years
• Notifying CCPDT via email to ceurequest@ccpdt.org when presenters who do not meet the CCPDT Speaker Eligibility Requirements will instruct courses and provide evidence of the presenter’s knowledge and expertise in the subject area

Renewal
Renewal is required every three (3) years from the approval/renewal date. The renewal process requires completion of the full application, supporting documentation, and application fee.

Refunds
Application fees are not refundable, unless the application is not approved. If the application is not approved, the Application Fee will be returned to the Host, minus a $150 processing fee.

Questions
Please email administrator@ccpdt.org
Approved Education Provider Program

Application

Please submit your completed application with payment. Incomplete applications will not be accepted.

Approved applications are valid AEP program participants for a period of three (3) years from the approval date.

Company Name: ____________________________________________________________

Company Address: __________________________________________________________

City: ________________________________ State: _________ Zip: ____________________

Phone: ________________________________ Fax: ________________________________

Web Site: ________________________________

Primary Contact Name: ______________________________________________________

Primary Contact Title: ______________________________________________________

Primary Contact Phone: ___________________________ Email: ______________________

Primary Area of Business: __________________________________________________

(Dog Trainer, Boarding Facility, etc.)

# of Years in Business: __________________________

Courses Offered (please attach a separate page for additional course offerings):

Course Title: ________________________________________________________________

# Times Offered/Year: ________________

Course Title: ________________________________________________________________

# Times Offered/Year: ________________

Course Title: ________________________________________________________________

# Times Offered/Year: ________________
**Additional Required Documentation:**
Evidence of having been in operation for at least one (1) year. This evidence may include items such as a certificate of good standing from the secretary of state or certified tax documentation.

OR
Evidence that the organization has conducted at least five (5) previously approved continuing education courses in animal training and behavior. Such evidence may include past program brochures, advertisements, or other related materials.

**Fee:** $995.00

**By Credit Card:** ____
CC#: ________________________________
Exp. Date: ___________________________
Cardholder Name: ____________________
Billing Address: ______________________
City, State Zip: _______________________

**By Check:** _____
Send payment to:
Professional Testing Corporation
ATTN: CCPDT AEP Program
1350 Broadway, Suite 800
New York, NY 10018

*Completed applications and required documentation are to be submitted via email to [administrator@ccpdt.org](mailto:administrator@ccpdt.org). Please allow up to 30 days for review and approval of your application.*

**NOTE:** Application fees are not refundable, unless the application is not approved. If the application is not approved, the Application Fee will be returned to the Host, minus a $150 processing fee.