



## Approved Education Provider (AEP) Program

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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](http://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](mailto: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](mailto:administrator@ccpdt.org)



**Approved Education Provider Program  
Application**

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*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.