

Continuing Education Unit (CEU) Policy

Educational Courses

Continuing Education Units (CEUs) are granted to educational courses where the content covers one or more of the testing domains listed on the examination content outline. Course content must be based on scientifically valid principles and adhere to the CCPDT Standards of Practice and Code of Ethics and Least Intrusive, Minimally Aversive Effective Behavior Intervention policy.

Eligible education course formats include:

- Academic Classes
- Webinars
- Online Classes
- Seminars
- Hands-On Training Workshops

Publications

The following authored publications qualify for CEUs and the specified number of CEUs will be granted. The content of the authored publication must meet one of the current testing domains (see Required Content).

Publication Type	CEUs
Author of a published book	20
Author of a refereed journal article	8
Producer/Author of a 60+ minute training video program distributed by a national dog industry company	8
Author of an article published in a national dog industry publication*	4
Author of a chapter in a published book	4
Author of an article for a national dog related association newsletter	2

* A dog industry publication is defined by the CCPDT as printed or digital media distributed by a dog industry organization/company for sale to the public or as a benefit of paid membership to a national dog industry organization.

Exam Committee Volunteers

Volunteers serving as exam committee members are selected to represent a variety of practice settings, areas of expertise, geographic locations, and other demographic factors so that there is no undue influence by committee members representing a particular group.

Eligible Exam Committee activities include:

- Item Writing: A CCPDT certificant may submit a minimum of five items for the certification examination they are recertifying for. Each question must include a source and represent a separate knowledge domain for the examination. Each set of five items will earn one CEU. Item writing may be used for up to five CEUs total per recertification period.
- Item Review or Exam Review: A CCPDT certificant participating in an exam review or item review will earn one CEU per hour of participation. Item or Exam Review may be used for up to 10 CEUs total per recertification period.
- CPDT-KSA Exam Rater: Raters for the CPDT-KSA exam will earn one CEU per hour of rating. Rating may be used for up to 10 CEUs total per recertification period.

Speaker Eligibility Requirements

Courses approved for CCPDT CPDT-KA CEUs must be taught by an instructor who meets one of the following criteria: CPDT-KA, CPDT-KSA, or CBCC-KA certificant; IAABC Certified Member; or holder of an appropriate higher education degree in the subject matter the instructor is teaching.

In the event the speaker does not meet the CPDT-KA speaker eligibility requirements listed above, applications may be approved for CPDT-KSA CEUs when the instructor possesses five years hands-on live animal training experience and has trained and achieved three separate titles on at least one dog¹ in the specialty on which they are instructing.

Participants earning CPDT-KSA CEUs must participate in hands-on exercises with live or decoy animals, on the mechanical skills of dog training principles and practices. Hands-on training may be live, in person, or through video submitted to the host for verification.

Only an Approved Educational Provider can host a CPDT-KA, CPDT-KSA, and CBCC-KA approved course where the presenter does not meet the speaker eligibility requirements listed above.

Calculation of CEUs

Certificants will earn one CEU per hour for attending academic courses, webinars, on-line classes, and lecture-based seminars. Certificants will earn 1.5 CEUs per hour for attending hands-on training courses or presenting a course as the speaker or instructor. Hands-On courses involve training with live or decoy animals either live, in person, or through video submitted by the certificant for review by the instructor. Break and meal times must be deducted from the total event time.

¹ Titles include, but are not limited to: Obedience, Field Trials, Tracking, Herding Trials, Rally, Agility, Trick Dog, Freestyle, Nosework, Schutzhund, IPO, Dock Diving, Disc Dogs, and Flyball.

Expiration of CEUs

CEUs are valid to the certificant only if earned within the three- or five-year certification period. Additional CEUs earned may not be saved or “rolled over” to the certificant’s next certification period.

Limitations on CEUs

Private lessons and group classes regularly offered to the general public as part of a certificant’s dog training or behavior consulting business do not qualify for CEUs.

Courses related to animal health, nutrition, veterinary medicine, or Pet First-Aid must be taught by a licensed veterinarian or registered veterinary technician unless hosted by an Approved Educational Provider.

Multi-speaker courses lasting more than three days in length will not be granted more than 30 CEUs.

Single-speaker courses regardless of length will not be granted more than 21 CEUs.

Presenters may apply and receive CEUs only once for each presentation or written publication completed during a certification period.

Courses approved for CBCC-KA CEUs may be applied to a CPDT-KA recertification. Courses approved for CPDT-KA or KSA CEUs may not be applied to a CBCC-KA recertification.

CPDT-KSA Exam Raters cannot earn more than 10 CEUs per certification period from rating videos.

Certificants participating in Item Writing cannot earn more than five CEUs for writing and submitting a maximum of 25 items for review by the Exam Committee.

Certificants participating in Item Review or Exam Reviews cannot earn more than 10 CEUs per certification period.

Requesting CEUs

An individual or organization hosting a course (“sponsor”) may request CEUs prior to the date of the course. If the sponsor did not request CEUs, a CCPDT certificant may request CEUs for a course they attended.

Verification of Attendance

Sponsors will provide verification via the CCPDT CEU Portal located on the CCPDT website. Directions for the CCPDT CEU Portal are sent to hosts via email as part of course approval.

Sponsors will provide two code words to verify attendance in webinars and online classes. The first word should be given in the first 15 minutes of the course. The second word should be given in the last 15 minutes of the course. Participants must submit the code words correctly to the host for verification of attendance. Alternately, the host may choose to offer a quiz that the certificant must complete in order

to earn CEU credits. After such proof has been received, the host will go into the portal on the CCPDT website and record the credits earned by each certificant.

Sponsors must verify, through live, in-person, or recorded demonstration, that the participant completed the hands-on training portion of the course prior to awarding CPDT-KSA CEUs.

Appeal for Denied CEUs

In the event that a CEU application is denied, the applicant may appeal to the CCPDT Executive Committee at appeals@ccpdt.org. The applicant must submit evidence and information in support of the application in writing to support the appeal. CCPDT may, at its sole discretion, request additional information prior to ruling on the appeal. Approval of an appeal requires a two-thirds vote of the CCPDT Board of Directors to pass. If the appeal is not granted by the CCPDT Board of Directors, the applicant may not reapply for CEUs for the same course, unless the course content has been significantly altered.

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