



TRAINING LOG HOURS MUST BE ENTERED DIRECTLY INTO THE EMBEDDED TRAINING LOG WITHIN THE ONLINE APPLICATION.

The **CPDT-KA TRAINING LOG** must document at least 300 total hours within the last 3 years. Please see the CPDT-KA Candidate Handbook for the complete Training Log eligible hours guidelines. Training hours can be accrued in a paid or voluntary position. Training hours cannot be accrued by working with your own dog.

All Training Log hours MUST be entered directly into the online application. Please do not use acronyms. You may summarize your Training Log hours to a **MAXIMUM** of one client for one month per row.

Hands on Hours:

MINIMUM of 225 hours of hands-on training, such as instructing group classes, conducting private lessons, consulting with clients, and training one or more dogs

Assisting Hours:

MAXIMUM of 75 hours of related activity, including volunteering at shelter, consulting with other certified trainers about current cases, designing training plans, working as a vet tech or dog groomer, and/or assisting a colleague in instructing group classes or individual lessons

NOTE: Hands on Hours and Assisting Hours reflect different activities and **CANNOT** be listed in the same row.

The following information is required for your Training Log:

- **Month/Year** (select from drop down calendar; select any day as it is not recorded)
- **Client/Facility Name** (client last name is sufficient)
- **Type of Service** (private lesson, group class, volunteering at a shelter, working as a vet tech, or similar)
- **Type of Training** (basic manners, dog sports, obedience, handling, housetraining, socialization, or similar)
- **Hands-On Hours** (number of hours accrued for the client in the month; if no hands-on hours, enter 0)
- **Assisting Hours** (number of hours accrued for the client in the month; if no assisting hours, enter 0)

A sample Training Log is shown on the next page.

SAMPLE TRAINING LOG
(for informational purposes only)

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	Month Year	Client Name	Type of Service	Type of Training	Hands-On Hours	Assisting Hours	
Edit Delete	01/2020	Wallingford	private lessons	competition obedience	8.00	0.00	
Edit Delete	01/2020	AAA Dog Training	group classes	basic and intermediate manners	36.00	0.00	
Edit Delete	01/2020	Brandt	consultations	new puppy in home	2.00	0.00	
Edit Delete	02/2020	Rescues 'R Us	shelter work	assistant trainer at seminar	0.00	6.00	
Edit Delete	02/2020	A1 Dog Sports	private lessons	agility/rally-o/nosework	12.00	0.00	
Edit Delete	02/2020	Hale Community Center	workshops	socialization & handling	4.00	0.00	
Edit Delete	02/2020	AAA Dog Training	group classes	basic & intermediate manners	36.00	0.00	
Edit Delete	03/2020	McGinnis	private lessons	impulse control	4.00	0.00	
Month Year: <input type="text"/> Client Name: <input type="text"/> Type of Service: <input type="text"/> Type of Training: <input type="text" value="Do not use acronyms"/> Hands-On Hours: <input type="text"/> Assisting Hours: <input type="text"/> <input type="button" value="Save Row"/> <input type="button" value="Cancel"/>							
New Row					Total:	102.00	6.00
Total CCPDT-KA Training Log Hours					108.00		

Select from drop down calendar (select any day as it is not recorded)

Select 0 for the unused type of hours in each entry

When finished, click "Save Row" to save the entry

Click "New Row" to add an entry row

Total must be **at least** 300 hours

Assisting Hours **cannot** exceed 75 hours