



Certification Council for
Professional Dog Trainers®

RECERTIFICATION HANDBOOK

Recertification

In order to ensure that certificants remain current in science and training methods in the profession, the CCPDT requires certificants to maintain their credential(s) by either demonstrating that they have participated in the required level of continuing education or re-taking and passing the current form of the examination. The recertification interval for the CPDT-KA and CPDT-KSA is three (3) years. The recertification interval for the CBCC-KA is every five (5) years.

Certificants have two (2) available methods to demonstrate that they have kept current in the profession and recertify their credentials:

- By Continuing Education:
 - Acquiring CCPDT-approved continuing education units (CEUs) in subject areas which are pertinent to the current version of the test content outline and delivered by qualified instructors.
 - Submitting the recertification application* and fee.
- By Exam:
 - Submitting the exam application* and fee.
 - Taking and passing the version of the examination in use at the time of recertification. The exam must be taken prior to the certification expiration date.

Should a certificant fail to meet the recertification requirements or deadline, the certificant must immediately to cease using the credential and all related abbreviations and logos in their marketing materials, website, and social media.

** CCPDT randomly selects applications for audit. If selected, you will be required to provide additional information before your application is approved. Failure to comply will result in the denial of your application.*

Recertification Requirements

CPDT-KA®

CPDT-KA certificants must renew their certification **every 3 years**.

- If you initially certified in the Spring Exam Window your recertification application deadline is 5/31 (3 years after you earned the certification)
- If you initially certified in the Fall Exam Window your recertification application deadline is 11/30 (3 years after you earned the certification)

Recertification applications will not be accepted after the certification expiration date.

Educational events earn you a certain number of CEUs each. During the recertification period, you must earn 36 CEUs. At least 24 CEUs must be designated as CPDT-KA or CBCC-KA CEUs. A maximum of 12 Skills CEUs may be designated as CPDT-KSA CEUs

CPDT-KSA®

CPDT-KSA certificants must renew their certification **every 3 years**.

- If you initially certified in the Spring Exam Window your recertification application deadline is 5/31 (3 years after you earned the certification)
- If you initially certified in the Fall Exam Window your recertification application deadline is 11/30 (3 years after you earned the certification)

Recertification applications will not be accepted after the certification expiration date.

Educational events may contain a portion of hands-on CEUs and a portion of seminar/lecture CEUs. During the recertification period, you must earn 36 CEUs during the three-year certification period. A minimum of 12 CEUs must be designated as CPDT-KSA Skills CEUs. Up to 24 CEUs may be designated as CPDT-KA or CBCC-KA CEUs.

Certificants whose CEUs do not meet the CPDT-KSA recertification requirements can recertify by CEU as a CPDT-KA. Certificants must meet all CPDT-KA recertification requirements in order to recertify as a CPDT-KA.

CBCC-KA®

CBCC-KA® certificants must renew their certification **every 5 years**.

- If you initially certified in the Spring Exam Window your recertification application deadline is 5/31 (5 years after you earned the certification)
- If you initially certified in the Fall Exam Window your recertification application deadline is 11/30 (5 years after you earned the certification)

Recertification applications will not be accepted after the certification expiration date.

Educational events earn you a certain number of CEUs each. During the re-certification period, you must earn 36 of these units. CEUs are specific either to training or behavior. Attending a training event will not count toward hands-on or lecture/seminar CEUs for the CBCC-KA.

Continuing Education Units (CEUs)

Educational Courses

Continuing Education Units (CEUs) are granted to educational courses where the content covers one or more of the 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 (LIMA) 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 .

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 subject matter experts (SMEs) 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. Additionally, care is taken to avoid over-reliance on any individual SME or group of SMEs.

Eligible Exam Committee activities include:

- Item Writing/Rework Team: A CCPDT certificant member of an item writing/rework team will earn two CEUs per year for participation in seven or more of the monthly working meetings.

- Item Review or Exam Review: A CCPDT certificant participating in an exam review or item review will earn one CEU per hour of participation.
- JTA and Exam Committee Other Projects: A CCPDT certificant participating in other Exam Committee projects or tasks (i.e., Job Task Analysis, Standard Setting, Handbook/ Resources reviews, etc.) that are directly relate to exam content will earn one CEU per hour of participation with a set maximum number of hours deemed appropriate based on the specific task by the Executive Director and Director of Examination Development and Review.
- CPDT-KSA Exam Rater: Raters for the CPDT-KSA exam will earn two Skills CEUS per exam period in which they complete rater training and rate at least one candidate.

Speaker Eligibility Requirements

Courses approved for CCPDT 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 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 mealtimes must be deducted from the total event time.

CPDT-KA or CPDT-KSA certificants can use CEUs designated as CPDT-KA, CPDT-KSA, and CBCC-KA CEUs toward recertification. CBCC-KA® certificants can only use CBCC-KA CEUs.

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.

If a course has been granted 4 CBCC-KA CEUs, 2 CPDT-KA CEUs and 1 CPDT-KSA CEU the following CEU's would be earned toward recertification:

- CBCC-KA would earn a total of 4 CEUs towards CBCC-KA recertification;
- CPDT-KA would earn 7 CEUs towards CPDT-KA recertification (4 CBCC-KA, 2 CPDT-KA and 1 CPDT-KSA);
- CPDT-KSA would earn 6 CEUs towards the CPDT-KA portion of their recertification (4 CBCC-KA and 2 CPDT-KA) and 1 CEU towards their KSA portion of the recertification. If that certificant had already obtained sufficient CPDT-KSA CEUs, the CPDT-KSA CEU would be applied toward the CPDT-KA requirement;
- CBCC-KA/CPDT-KA(KSA) would earn 4 CEUs towards their CBCC-KA recertification and 3 towards their CPDT-KA(KSA) recertification.

NOTE: Certificants who hold multiple credentials must use the CEUs as they are designated.

Expiration of CEUs

CEUs are valid 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 CPDT-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 Reviews or Exam Reviews cannot earn more than 10 CEUs per certification period.

Requesting CEUs

A certificant may request CEUs for a non-pre-approved course they attended after the course has concluded.

Appeal for Denied CEUs

If a CEU application is denied, the applicant may appeal to the CCPDT Executive Committee. The applicant must submit evidence and information in support of the application by email. CCPDT may, at its sole discretion, request additional information prior to ruling on the appeal. If the appeal is not granted, the applicant may not reapply for CEUs for the same course, unless the course content has been significantly altered.

Requesting CEUs

A certificant may request CEUs for a non-pre-approved course they attended after the course has concluded.

Recertification Late Submission

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.

Recertification applications submitted more than thirty (30) calendar days past the deadline will not be considered unless prior written approval for an extension was granted by CCPDT. A copy of the extension approval email must accompany the recertification application.

Regardless of when the application is submitted, the CEU credits claimed toward recertification must have been earned prior to the recertification application submission date or certification expiration date, whichever is earlier.

CCPDT reserves the right to refuse recertification applications that are not submitted with all the appropriate documentation and fees.

NOTE: The recertification application deadline is a minimum of 30 calendar days before the certification expiration date.

Recertification Extension

A certificant may be granted a one (1) year extension on renewal of their credential due to extraordinary or unusual circumstances, at the discretion of the CCPDT Board of Directors. A recertification extension may only be granted once per certificant.

To receive an extension, the certificant must submit a written request no less than 30 days before the recertification application deadline. The request must include an explanation of the circumstances preventing timely renewal of the certification. The Board of Directors will review the request and the certificant will be notified if the extension has been granted.

If the extension is granted, the certificant’s recertification period will be reset to the number of years back from the new recertification deadline specific to that credential. All CEUs earned prior to the new recertification period will be forfeited and may not be applied to the new recertification period.

CPDT-KA / CPDT-KSA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Original Recertification Period	CEUs Available for Recertification					
Revised Recertification Period with 1 Year Extension	CEUs Forfeited	CEUs Available for Recertification				

CBC-KA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Original Recertification Period	CEUs Available for Recertification					
Revised Recertification Period with 1 Year Extension	CEUs Forfeited	CEUs Available for Recertification				

If the extension is not granted, the certificant’s current recertification deadline remains intact.

Extension requests received after the recertification deadline will not be considered.

For questions regarding recertification, including CEUs, contact CCPDT at administrator@ccpdt.org.

Recertification Appeal

Candidates who have been deemed ineligible to recertify may appeal in writing by sending a letter either by postal mail or by email to CCPDT. The letter must be accompanied by supporting documents and must be received within 10 business days after the notification of ineligibility is sent to the certificant. The CCPDT will review the appeal and notify the candidate in writing of its decision within 10 business days of receipt of the written appeal.