

Examination for

CERTIFIED PROFESSIONAL DOG TRAINER – KNOWLEDGE AND SKILLS ASSESSED (CPDT-KSA®)

Handbook for Candidates



Certification Council for
Professional Dog Trainers®

Spring 2025 TESTING PERIOD

Application Deadline: Wednesday, **January 15, 2025**

Testing Period Begins: Thursday, **February 22, 2025**

Testing Period Ends: Thursday, **March 15, 2025**

Fall 2025 TESTING PERIOD

Application Deadline: Wednesday, **July 16, 2025**

Testing Period Begins: Thursday, **August 23, 2025**

Testing Period Ends: Thursday, **September 13, 2025**

Fees and deadlines are subject to change without notice. All fees listed are in US \$ and are non-refundable. Late Application Fee is in addition to Application Fee. Applications will not be accepted after the Late Application Deadline. All deadlines are effective 11:59 pm ET.

Test Accommodations requests MUST be submitted **no less than 8 weeks** prior to the start of the testing period.

TABLE OF CONTENTS
ABOUT THE CERTIFICATION COUNCIL FOR PROFESSIONAL DOG TRAINERS	4
MISSION STATEMENT	4
GUIDING PRINCIPLES OF THE CERTIFICATION COUNCIL FOR PROFESSIONAL DOG TRAINERS	4
POSITION STATEMENTS	4
CERTIFICATION	4
PURPOSES OF CPDT-KSA CERTIFICATION	5
ELIGIBILITY	5
ELIGIBILITY REQUIREMENTS	5
APPEALS ON ELIGIBILITY	5
NONDISCRIMINATION STATEMENT	6
REQUEST FOR ADA ACCOMMODATIONS	6
FOREIGN LANGUAGE POLICY	6
APPLICATION PROCESS	6
APPLICATION INSTRUCTIONS	7
FEES	7
REFUNDS	8
TRANSFER OF APPLICATION	8
EXAMINATION ADMINISTRATION	8
TEST ADMINISTRATOR	8
LOCATION AND AVAILABILITY	8
EXAMINATION FORMAT	8
PROCEDURAL REQUIREMENTS	9
EQUIPMENT	10
SAMPLE TRAINING AREA SET-UPS	10
EXAMINATION SUBMISSION	11
RESULTS & SCORING	11
SCORING OF EXAMINATION	11
REPORTING OF RESULTS	12
PASS-FAIL STANDARD	12
TECHNICAL ITEMS	12
CCPDT POLICIES AND EXAM FAILURE	12
EXAMINATION CHALLENGES	13
RE-EXAMINATION	13
CERTIFICATION POLICIES	13
CERTIFICATION AND RECERTIFICATION	13
REVOCATION OF CERTIFICATION	14
CONFIDENTIALITY	14
CONTENT & SAMPLE EXERCISE	15
CONTENT OF EXAMINATION	15
CONTENT OUTLINE	15
SAMPLE EXERCISE	17
VIDEO RECORDING TIPS	18

CCPDT TRAINING POLICIES AND POSITION STATEMENTS..... 19
APPLICATION OF THE LEAST INTRUSIVE MINIMALLY AVERSIVE (LIMA) EFFECTIVE BEHAVIOR INTERVENTION
AND THE HUMANE HIERARCHY 19
POSITION STATEMENT: ELECTRONIC COLLARS AND THE HUMANE HIERARCHY 23
POLICY: DOG TRAINING AND BEHAVIOR INTERVENTION PRACTICES 24
STANDARDS OF PRACTICE AND CODE OF ETHICS 25

About the Certification Council for Professional Dog Trainers

Mission Statement

The Certification Council for Professional Dog Trainers® (CCPDT®) exists to be the industry leader in defining and maintaining competency in the dog training and behavior profession.

Guiding Principles of the Certification Council for Professional Dog Trainers

- To develop a recognized standard of proficiency based on current scientific evidence for dog training and behavior professionals through an independent certification process of standardized testing.
- To maintain empirically validated certification examinations that are psychometrically sound, based on current scientific evidence in the profession and independent of commercial influence.
- To recognize documented training and behavior experience as valid, functional criteria relevant to the certification process.
- To encourage growth and fluency of knowledge in the profession and thus foster a link in the community of trainers, behavior consultants, academics, veterinarians/veterinary staff, breeders, rescues, shelters, and other animal professionals.
- To benefit animal and human welfare by promoting strategies and methods based on humane practices defined by the CCPDT Core Values.
- To promote and protect the Certification Council for Professional Dog Trainer designations as the publicly recognized credential of dog training and behavior professionals committed to education, experience, and professional excellence.

Position Statements

The CCPDT adheres to a LIMA (Least Intrusive Minimally Aversive) standard - incorporating the Humane Hierarchy - in canine behavior training. Please review our LIMA policy statement, found in this handbook. We also support the Punishment Position Statement of the American Veterinary Society of Animal Behavior (AVSAB) which can be found on their website at www.avsab.org.

Certification

The Certification Council for Professional Dog Trainers (CCPDT) endorses the concept of periodic certification by examination for all dog training and behavior professionals. Certification focuses specifically on the individual and is an indication of relevant current knowledge in a specialized area of practice. Certification for dog training and behavior professionals is highly valued and provides formal recognition of basic knowledge.

The CCPDT reserves the right to change any of the requirements concerning its Certified Professional Dog Trainer-Knowledge & Skills Assessed (CPDT-KSA®) credential including, but not limited to, the eligibility requirements, examination content, recertification requirements, fees, use of the mark, name of the mark and the website. Information published in the current version of the CPDT-KSA “Handbook for Candidates” on the CCPDT website

supersedes all other printed or electronic versions of this handbook. Neither the “Handbook for Candidates,” the application, the examination, nor the CCPDT credential constitutes a contract between the candidate or the certificant and CCPDT.

Purposes of CPDT-KSA Certification

To promote delivery of safe and effective dog training through the certification of qualified professional dog trainers by:

1. recognizing formally those individuals who meet the eligibility requirements of the CCPDT and pass the Certified Professional Dog Trainer-Knowledge & Skills Assessed examination;
2. encouraging continued professional growth in the practice of professional dog training;
3. establishing and measuring the level of knowledge and skills required for certification in professional dog training; and
4. providing a standard of knowledge and skills requisite for certification, thereby assisting the employer, public, and members of the professional dog care industry in the assessment of the professional dog trainer.

Eligibility

Eligibility Requirements

1. Hold a current Certified Professional Dog Trainer-Knowledge Assessed (CPDT-KA®) credential.
2. Complete the online “Application for the Certified Professional Dog Trainer-Knowledge & Skills Assessed Examination.”
3. Confirm understanding of, and compliance with, the CCPDT Standards of Practice and Code of Ethics and the CCPDT Least Intrusive, Minimally Aversive (LIMA) Effective Behavior Intervention Policy (within the online application).
4. Upload a copy of a photo meeting United States passport requirements (see *Application Instructions*).
5. Payment of the required fee.

Note: An individual convicted of a felony shall be ineligible to apply for certification until release from confinement and completion of any probationary period.

Appeals on Eligibility

Candidates who have been deemed ineligible to sit for an examination may appeal in writing to the CCPDT Executive Committee by sending a letter either by postal mail to the headquarters office of the CCPDT (Certification Council for Professional Dog Trainers, Professional Testing Corporation, 1350 Broadway, Suite 800, New York, NY 10018), or by email to appeals@ccpdt.org. The letter must be accompanied by supporting documents and must be received within ten (10) business days after the notification of ineligibility is sent to the candidate. The CCPDT will review the appeal and notify the candidate in writing of its decision within ten (10) business days of receipt of the written appeal.

Should the decision be in favor of the eligibility of the candidate to sit for the examination but past the deadline for the current testing window, the candidate will be enrolled to take the examination during the next regularly scheduled testing window.

Nondiscrimination Statement

The Certification Council for Professional Dog Trainers does not discriminate against any individual on the basis of race, color, ethnicity, national origin, gender, age, disability, physical limitation, marital or familial status, sexual orientation, religion, political beliefs or any other characteristic prohibited by law.

Test Accommodations

CCPDT and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as a function of the neurological, endocrine, or digestive system). If you will need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form. The information you provide and any documentation regarding your disability and test accommodations will be held in strict confidence.

Note: Skills examinations offered by the CCPDT provide for the candidate to record on video their training or behavior practices in a place of their choosing.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Testing arrangements may be made upon receipt of the application, examination fee, and a completed and signed Request for Test Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660.

This form must be uploaded with the online application **no later than 8 weeks** prior to the start of your chosen testing period. Candidates who do not submit their Test Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

All requests for test accommodations must be submitted on the PTC Request Form.

Only those requests made and received on the official Request for Test Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official form and will not be accepted without the form. All requests must be made at the time of application.

Foreign Language Policy

The CPDT-KSA examination is offered only in English. If a candidate submits a video in a language other than English, the candidate will be disqualified, and the application fee will be forfeited.

Application Process

The online application is accessed via the CCPDT website. To obtain additional copies of this Handbook for Candidates for the Examination for Certified Professional Dog Trainer - Knowledge and Skills Assessed, visit the CCPDT website at www.ccpdt.org.

Read and follow the directions on the application and in this Handbook for Candidates.

Complete all information requested in the online application.

NOTE: The name you enter on your application must match exactly the name under which you are listed as a CPDT-KA certificant.

Application Instructions

1. Read and follow the directions on the online application form and in this “Handbook for Candidates.”
2. Upload a personal identification photo to your candidate profile within the online application form. The photo must meet all United States passport requirements. All photos will be checked and verified. Photos not meeting these requirements will need to be resubmitted so that the grading of your exam will not be compromised. (Many office supply/shipping stores will be able to assist you with obtaining an appropriate identification photo and digitizing the image for uploading.)

Passport Photo Requirements

In order for the CCPDT to process your exam, a candidate identification photo **must** be:

- a “passport-style head shot” photo that does not contain: your body, any animals or other humans;
 - in color (Do not alter or add color to your photo with filters.);
 - 2 x 2 inches (51 x 51 mm) in size;
 - sized such that your head is between 1 inch and 1-3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head;
 - taken within the last 6 months to reflect your current appearance;
 - photographed in front of a plain white or off-white background;
 - captured in full-face view directly facing the camera;
 - shown with a neutral facial expression and both eyes open; AND
 - shot in clothing that you normally wear on a daily basis (e.g., no hats, sunglasses, logos, ads, etc.).
3. Do **not** upload a copy of your driver’s license or state/national identification as your personal identification photo.
 4. After uploading, double-check that the identification photo you supplied to CCPDT looks correct in the system. If your provided image does not meet the criteria in #2 above, the grading of your exam may be delayed and/or your video submissions will be disqualified, and the application fee will be forfeited.
 5. Confirm understanding of and compliance with, the CCPDT Standards of Practice and Code of Ethics and the CCPDT Least Intrusive, Minimally Aversive (LIMA) Effective Behavior Intervention Policy.
 6. Pay the required fee in order to complete the application process.
 7. Watch for additional information via email on the first day of the examination period.

Fees

Fees and deadlines are subject to change without notice. All fees listed are in US \$ and are non-refundable. Late Application Fee is in addition to Application Fee. Applications will not be accepted after the Late Application Deadline. All deadlines are effective 11:59 pm ET.

Application fee for the Examination for Certified Professional Dog Trainer - Knowledge and Skills Assessed: **\$240.00**
Late Fee for applications received up to 2 weeks past the deadline: **\$100**

After you submit the online application and application fee, your application will be reviewed, and you will be notified via email of your eligibility status. Please note that your application will not be reviewed until your payment has been submitted and received. Applications without payment will be in pending status and you will not be registered to take the test.

Candidates who are deemed to be ineligible will be refunded the exam fee, less a \$100 administrative fee. In the unlikely event that a refund is granted to an approved candidate, a \$100 administrative fee will be deducted from the refund amount. Late application fees are excluded from all refunds.

Refunds

There will be no refund of fees.

No refunds will be issued for applying for the incorrect examination or testing period, or for failing to complete the exam.

Transfer of Application

Candidates unable to take the examination as scheduled may request a transfer to the next examination period by contacting PTC at (212) 356-0660 or emailing administrator@ccpdt.org **PRIOR** to the distribution of the Exam Handbook. In order to receive the transfer, the candidate will be required to pay a \$100.00 transfer fee. This transfer fee must also be paid prior to the start of the current testing period. Only one transfer will be granted per candidate. **Once the CPDT-KSA Exam Handbook has been emailed to registered candidates a transfer of application is not possible.**

Examination Administration

Test Administrator

The Certification Program is sponsored by the Certification Council for Professional Dog Trainers. The Certified Professional Dog Trainer-Knowledge & Skills Assessed examination is administered for the CCPDT by the Professional Testing Corporation (PTC), 1350 Broadway – Suite 800, New York, NY 10018, (212) 356-0660, www.ptcny.com.

Location and Availability

The Certified Professional Dog Trainer-Knowledge & Skills Assessed examination is offered during an established three-week testing period. Examinations are completed at the candidate's choice of location, according to the *Procedural Requirements* outlined below. Locations may be indoors, outdoors, in a dedicated training facility, in a private home, or in any other location that allows the candidate to meet the *Procedural Requirements*.

Examination Format

Candidates are required to record on video the exercises provided in the "Examination Handbook," following the criteria identified in the "Handbook for Candidates" under *Procedural Requirements* and detailed more specifically in the "Examination Handbook," which the candidate will receive on the first day of the examination period.

Candidates should also review the *Video Recording Tips* provided in this handbook (and available at www.ccpdt.org)

Procedural Requirements

1. **Examination Handbook:** On the first day of the examination period, login information and a link to the exam portal will be sent to the email address the candidate provided in the approved application. The “Examination Handbook” will be available via the portal and will include instructions for the required four (4) exercises to be performed, recorded on video, and uploaded by the last day of the examination period. The exam exercises cover basic skills. Scoring of the exercises is based on the training process, **not** the end result of the exercise.
2. **Training Area:** The training area must be no larger than 10 x 10 feet. In a larger area, designate the 10 x 10 training space by placing tape or another visible marker such as traffic cones around the established training area. All four (4) corners of the training area must be visible on the video (see *Sample Training Area Set-ups* for acceptable examples).
3. **Clock:** A clearly readable, physical clock showing seconds as well as minutes must be visible at all times. When reviewing your videos prior to submission, make certain your digital or analog clock can be easily read by CPDT-KSA Raters during the entire exam. Examples of acceptable physical clocks are the digital timer on a smart phone/laptop/tablet, a digital clock that displays the time via numerals (or other symbols), and an analog clock with moving hands and hours marked from 1 to 12 showing CPDT-KSA Raters the actual time of day. Use of a video camera’s timer is **not** acceptable.
4. **Proctor:** Each exercise must be witnessed from start to finish by a proctor who is **not** the client being coached in the current exercise being filmed. You may use one proctor for all exercises or multiple proctors. A proctor is someone who will attest to the fact that the examination instructions were followed correctly. The proctor is selected by the candidate but may **not** be the candidate’s employer, supervisor, co-worker, classmate, relative, household member, employee, independent contractor, assistant or intern/apprentice. Each proctor must sign a *Proctor Acceptance Form* (provided in the “Examination Handbook” received on the first day of the exam) attesting that he/she meets these requirements. Your videographer and proctor may be the same person.
5. **Examination Dogs:** The dogs trained during the examination are provided by the candidate. Said dogs may not live with the candidate and must not have been trained by the candidate or have participated in any previous formal training sessions (classes, seminars, workshops or lessons) with the candidate. Examination dogs may be from any source available to the candidate including, but not limited to, shelter/rescue dogs or neighbor’s/friend’s dogs. The candidate may know the dog, but the candidate must not have ever conducted formal training sessions (as detailed above) with the dog. The candidate **must** use a different dog for each of the four (4) required exercises. At the beginning of each exercise, the candidate will be required to demonstrate on video that the dog is **not** familiar with the skill being taught. The method of demonstration is specified for each exercise in the “Examination Handbook.” Two of the exercises require that the dogs have little to no previous training. One of the exercises requires that the dog has not been handled extensively by others. Dogs and/or clients from other candidate’s CPDT-KSA exam submission videos may **not** be re-used.
6. **Clients:** “Client” (owner/handler) coaching exercises may be done in private sessions or in a group setting. Three (3) clients, each handling a different dog, will be required for this examination. A different client **must** be the subject of the training in each of the client coaching sessions.
7. **Video:** Videos should be uploaded as 800x600 or 1024x678 frame size and no more than 30 frames per second in MPEG4 (MP4) format. The video quality must be suitable for the CPDT-KSA Raters to clearly see and hear everything on the video. Any editing, especially the addition of text in your submission (including providing your name and/or certificant number at the start, middle, or end of the video) is strictly prohibited. Each of the four (4) videos must be a maximum of five (5) minutes in length and must be submitted online. Online video submission instructions are included in the “Examination Handbook.”

Violation of any of the rules listed above may lead to forfeiture of fees and disqualification from sitting the exam in the current exam period.

Equipment

The candidate shall provide all equipment necessary to complete the examination. Any required equipment will be household items or tools commonly used in the dog training profession (e.g., bowls, brushes, leashes, targets, etc.). Further details will be provided in the “Examination Handbook.”

Sample Training Area Set-ups

Required elements for the training area are:

- Clearly delineated 10 foot by 10 foot space (delineated using cones, tape, rope, X-pens, ring gates, etc.)
- Clearly visible physical clock (showing digitally or by its analog face minutes and seconds at **ALL** times)

Optional elements:

- A small table to hold equipment needed for the exam (may be located just outside the training area)
- Chairs, rugs or other equipment necessary to make the client and dog comfortable

NOTE. The following “set up” photo samples provided in this handbook are for explanation purposes only and do not demonstrate all acceptable ways a candidate may utilize their examination training area. However, the minutes and seconds of your digital or analog physical clock **must** remain visible during the entire video.

Sample Set Up 1:



Sample Set Up 2:



Examination Submission

All videos must be completely uploaded and submitted by 3:00 p.m. (15:00 hrs.) Eastern Time (UTC-5) on the last day of the examination period. Details concerning the upload process are provided in the “Examination Handbook” available on the first day of the examination period. Candidates should begin the submission process in advance of the exam deadline.

Late submissions will NOT be accepted. Incomplete submissions will be disqualified, and the exam fee will be forfeited.

Results & Scoring

Scoring of Examination

CPDT-KSA examination videos passing technical review are scored using a scoring rubric. The rubric items cover the concepts and skills covered in the Content Outline.

Reporting of Results

Candidates will be notified by email within ten (10) weeks of the close of the examination period whether or not they have passed the Certified Professional Dog Trainer-Knowledge & Skills Assessed examination. Information regarding the proper method by which to contact the CCPDT about understanding your score report will be included in the exam results notification email.

Pass-Fail Standard

The method used to determine the passing score for the examination is in accordance with standard criterion-referenced passing score standards. The passing score is set by the Certification Council for Professional Dog Trainers using generally accepted psychometric principles and methods to determine what constitutes a competent canine training professional. Each candidate is measured against a performance standard, **not** the performance of other individuals taking the examination.

Technical Items

The following technical items ensure (1) validity of the test, (2) test security and/or (3) video/audio quality.

1. The candidate must provide evidence that the dog does not already know the skill to be taught by following the directions in the *Examination Dog Demonstration* section of the *Exercise Instructions* in the "Examination Handbook." (See example in the *Sample Exercise* in this handbook.)
2. The candidate must not use an examination dog and/or "client" (handler/owner) in more than one exercise video. (This includes using a dog and/or client that has already been filmed in **any** previous CPDT-KSA exam videos, even those submitted by a different candidate).
3. No editing or manipulation of your video is allowed. A clearly readable digital or analog physical clock showing minutes and seconds must be visible at all times to help verify video integrity.
4. The candidate, examination dog and all handlers/owners must stay in the frame for the duration of the video and the whole body of each must be visible at all times so that CPDT-KSA Raters can see facial expressions, physical prompts (if appropriate), and body language.
5. The candidate and all handlers/owners must be heard clearly on the video at all times.
6. In a larger area, a 10-foot by 10-foot training space must be clearly marked with four corners visible at all times.
7. The candidate must upload all 4 exam videos to have their exam scored. Candidates missing one or more video will not be scored, and the candidate will be disqualified.

NOTE. Any editing, especially the addition of text in your submission (including providing your name and/or certificant number at the start, middle, or end of the video) is **strictly prohibited** and will result in disqualification and forfeiture of fees.

Your video submissions will be reviewed for these items before they are rated. If these items are not present your submission may be disqualified **and exam fees forfeited**.

CCPDT Policies and Exam Failure

Candidates are expected to follow the CCPDT's Least Intrusive, Minimally Aversive (LIMA) Effective Behavior Intervention policy (which includes the Humane Hierarchy) and the Dog Training and Behavior Intervention Practices policy at all times. Failure to comply fully with the policies in **ANY** video will result in failure of the entire CPDT-KSA exam. Full descriptions of both policies can be found in the final section of this handbook.

Examination Challenges

It is the policy of the Certification Council for Professional Dog Trainers to provide every candidate with an opportunity to question the reliability, validity and/or fairness of a test. Candidates may submit comments, content challenges or administrative complaints to the CCPDT headquarters or by email to info@ccpdt.org no later than fourteen (14) calendar days after exam results are emailed to the candidate. The CCPDT will **not** consider challenges or complaints sent after this deadline. Content challenges and administrative complaints **must** be communicated in writing and include all relevant information and any remedy being sought.

It is the policy of the Certification Council for Professional Dog Trainers to provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions. Candidates may submit a complaint in writing to the CCPDT's administrative offices no later than fourteen (14) calendar days after taking the examination. Complaints and challenges must be communicated in writing and within this time frame. The CCPDT will **NOT** consider late challenges or complaints, or challenges or complaints not submitted in writing.

All challenges and complaints shall receive the CCPDT's full attention. The CCPDT shall investigate each challenge or complaint and acknowledge it in writing to the complainant.

The CCPDT shall investigate the challenge or complaint and respond in writing by letter or email to the candidate. The candidate may appeal a negative decision, but the CCPDT will only reconsider its decision if the candidate provides a rationale for why the original disposition of the challenge or complaint was arbitrary or capricious.

Examination material is not available for review by candidates, unless state law mandates such review.

Re-examination

The Certified Professional Dog Trainer-Knowledge & Skills Assessed examination may be taken as often as desired upon filing of a new application (including all application components as defined in *Eligibility Requirements* above) and payment of the examination fee. There is no limit to the number of times the examination may be repeated.

Certification Policies

Certification and Recertification

Eligible candidates who pass the Certified Professional Dog Trainer-Knowledge & Skills Assessed examination may use the designation "Certified Professional Dog Trainer-Knowledge & Skills Assessed (CPDT-KSA)" after their names. Successful candidates will be emailed an e-certificate (PDF) within two (2) weeks of final scores being reported. The certificate remains the property of the CCPDT.

A registry of Certified Professional Dog Trainers–Knowledge & Skills Assessed will be maintained by the CCPDT. Certified Professional Dog Trainer-Knowledge & Skills Assessed names and contact information will be posted on the CCPDT website, www.ccpdt.org. If you do not wish to have your information publicly available on our website, please notify the CCPDT at any time and we will remove you from the listing.

The Certified Professional Dog Trainer-Knowledge & Skills Assessed designation is recognized for a period of three (3) years by which time the certificant must have accumulated continuing education units (CEUs) at CCPDT approved programs and meet any new requirements or measures of qualification.

CPDT-KSAs do not retain their CPDT-KA designation, as it is incorporated into the CPDT-KSA designation. Any CEUs

attained towards maintaining the CPDT-KA designation prior to obtaining the CPDT-KSA designation will be void. Accrual of CEUs begins anew upon receipt of the CPDT-KSA designation. The certificant's new expiration date will be three years from the date the certificant was awarded the CPDT-KSA designation and certificate.

If upon renewal, a CPDT-KSA has not obtained the CEUs necessary to maintain the skills portion of the credential, but has obtained the CEUs necessary to maintain the knowledge portion, the certificant's credential will revert to CPDT-KA. Alternatively, a certificant may opt to register (including paying all appropriate fees) and retake (with a passing score) the current Certified Professional Dog Trainer-Knowledge & Skills Assessed examination as an alternative to the CEUs required for the skills portion of the designation.

Revocation of Certification

Certification will be revoked for any of the following reasons:

1. Falsification of any part of an application
2. Felony convictions that occur during the certification period
3. Misrepresentation of certification status
4. Violation of the CCPDT Standards of Practice and Code of Ethics and/or the Least Intrusive, Minimally Aversive (LIMA) Effective Behavior Intervention Policy

The Certification Compliance Committee of the CCPDT provides the appeal mechanism for challenging revocation of CCPDT Certification. It is the responsibility of the individual to initiate this process.

Confidentiality

The CCPDT will release the individual test scores ONLY to the individual candidate and only by email to the email address on the application. Any questions concerning test results should be referred to the CCPDT or the Professional Testing Corporation. Aggregate exam data may be used for research and other purposes.

Candidate information shall be kept confidential and not publicly disclosed without the expressed consent of the candidate unless required by law or court order. By applying for certification, candidates and certificants consent to the following disclosures of their personal information:

1. Name, certification, city, state, and zip code included in the online directory located on the CCPDT website (active certificants only)
2. For confirmation of certification status and dates of testing requests from employers or prospective employers
3. For sharing with vendors involved in the development and administration of exams
4. To CCPDT volunteers, staff, and consultants as needed

If you pass the exam and do not wish to have your information publicly available on our website, please notify the CCPDT by email and you will be removed from the online directory.

Content & Sample Exercise

Content of Examination

1. The Certification Examination for Professional Dog Trainers-Knowledge & Skills Assessed consists of four (4) hands-on training exercises. Three (3) of the exercises involve dogs and their handlers/owners (also known as the candidate’s exam “clients”). One (1) exercise involves the candidate working with the dog alone, and no additional “client” handler/owner will be present or required in that exam video.
2. The content for the examination is described in the “Content Outline” of this handbook.
3. The Certification Examination for Professional Dog Trainers-Knowledge & Skills Assessed is scored based on a candidate successfully demonstrating the domains of the “Content Outline” (see below) and will be weighted in approximately the following manner:

Instruction Skills	27%
Training Skills	55%
Application of Modalities	11%
Training Equipment	6%
CCPDT Training Policies & Positions Statements	1%

Content Outline

- I. Instruction Skills
 - A. Interpersonal Skills
 1. Client communication
 - a. Verbal communication skills
 2. Client interaction
 - a. Clients with special needs
 - b. Client compliance during exercises
 - c. Classroom management
 - B. Teaching Skills
 1. Introduction and motivation
 2. Instructional procedures
 - a. Directions and demonstrations
 - b. Using different teaching styles for different learning styles
 - c. Adequate information based on current scientific understanding
 3. Closure
 - a. Ensuring client understanding
 - b. Creating an interest in future learning
 - C. General Behavior
 1. Professionalism
 2. Pace
 3. Establishment of positive learning climate
- II. Training Skills
 - A. Reading Canine Body Language
 1. Stress

2. Fear
3. Discontinuation or alteration of training, if required
- B. Managing the Training Environment
 1. Safety
 2. Physical layout
 3. Distractions/disruptions
- C. Canine Training Procedures
 1. Establishment of rapport
 2. Criteria and/or task splitting
 3. Adjustment of criteria, if applicable
- D. Application of Learning Theory
 1. Use of reinforcement
 - a. Positive
 - b. Negative
 - c. Schedules and delivery
 2. Use of punishment
 - a. Positive
 - b. Negative
 - c. Timing and delivery
 3. Use of reinforcers
 - a. Primary
 - b. Secondary
 4. Cues
 - a. Adding or changing cues
 - b. Environmental cues
 - c. Generalization
 - d. Discrimination
- III. Application of Modalities
 - A. Luring & Prompting
 - B. Capturing
 - C. Shaping
 - D. Body Blocking
 - E. Targeting
- IV. Training Equipment
 - A. Availability
 - B. Correct usage
- V. Application of CCPDT Training Policies and Position Statements
 - A. Humane Hierarchy
 - B. Electronic Training Collars
 - C. Dog Training and Behavior Intervention Practices
 - D. Code of Ethics

Sample Exercise

Task: Client Coaching –Sit Position

Objective: To teach the client how to train his/her dog to sit via verbal cue or hand signal from a standing position and remain in the sit position for a minimum of five (5) seconds.

Modality: You may use any technique to train this behavior, e.g., luring, capturing, targeting, etc.

Required Equipment: None

Examination Dog: This dog must not have been through prior training with a professional instructor and must not know how to sit when requested by the candidate via verbal cue or hand signal.

Client: You must have a handler/owner (“client”) present in this video.

Instructions:

1. *Examination Dog Demonstration:* The candidate must provide evidence exactly as follows to demonstrate that the examination dog has not been through prior training with a professional instructor and does not know how to sit via verbal cue or hand signal from a standing position and remain in the sit position for a minimum of five (5) seconds.

Failure to follow these demonstration directions exactly may result in disqualification.

- A. You must ask the client if the dog has had known prior training with a professional instructor.
- B. You must ask the client if the dog will “sit” from a standing position when requested.
- C. You must give the verbal cue “sit” once while the dog is in a stand position.
- D. After the verbal cue, you must give a hand signal (hold out palm flat with your fingers facing up, parallel to the floor or ground and then move your palm in an upward sweeping motion).

NOTE: Do not lure or distract the dog with a treat during this evidentiary procedure.

If the dog sits in response to your verbal cue or subsequent hand signal, stop the exercise. You will need to use a different dog for this exercise.

2. *Client Instruction:* Coach the client through the steps involved in training his/her dog to sit via verbal cue or hand signal from a standing position and remain in the sit position for a minimum of five (5) seconds. You may use props, the examination dog, or any other dog to demonstrate this exam exercise to the client.
3. *End of Exercise:* You may end this exercise when the dog sits from a standing position in response to the client’s verbal cue or hand signal and remains in the sit position for a minimum of five (5) seconds OR after five minutes of training/coaching has occurred. Videos may be no longer than five (5) minutes.

Video Recording Tips

Video/Computer Equipment

Practice: Work with your video recording devices (e.g., camcorder, digital camera, smart phone, tablet, etc.) and/or computer prior to the three (3) week testing period so once you begin the examination, you can be sure to have the time necessary to complete and submit your videos before the end of the testing period.

Battery: Be certain your recording device is fully charged prior to recording and check it periodically throughout the recording.

Memory: Make sure you have plenty of memory available and have your proctor or assistant check it periodically throughout the recording.

Video Format/Resolution

Format: Videos should be formatted as MPEG4 (MP4) files. The quality must be suitable for CPDT-KSA Raters to clearly see and hear everything on the video.

Resolution and Frame Rate: Preferable video resolution sizes are 800 x 600 **or** 1024 x 768. Select a resolution **no less than** 640 x 480, but **less than** 720p. Choosing video resolution of 720p (1280 x 720) or 1080i (1920 x 1080), "High Definition" or "Wide Screen" is **not** preferred due to the large file size and slower upload speeds on most internet and data connections. The video should be converted to 30 frames per second, if it was recorded at higher rates (the default settings on some camera may be 60fps or more)

Audio, Lighting and positioning of camera, clock, client, dog and candidate

Recording Outside: If working outside, be aware that wind noise can obscure voices, and reflected glare may make it difficult for the CPDT-KSA Raters to read your digital or analog physical clock.

Body Positioning: Be aware of your body position in relation to the dog and client and the camera. Make sure everyone is positioned so they can be seen and heard at all times. Be aware of any recording issues that may prohibit CPDT-KSA Raters from seeing events or hearing dialogue at any point during the video, as submitting a video where it is difficult to see/hear risks your being disqualified from taking the exam. Visual and audio quality of the video are technical items (see *Procedural Requirements* and *Technical Items* in the "Candidate Handbook").

Camera Position: Be sure that the camera is positioned so the entire training space is on the video at all times.

Clock Position Place your physical clock at the front of the training area such that it cannot be blocked by you, your client, or the dog. Be aware of any lighting or glare issue that may prevent CPDT-KSA Raters from reading the clock at any point during the video. Submitting a video where the clock is difficult to read risks your being disqualified from taking the exam. This is a technical item (see *Procedural Requirements* and *Technical Items* in the "Candidate Handbook").

Practice

Practice recording videos in your training area with *non-examination dogs and people* to ensure you have proper positioning and adequate lighting, and that voices can be heard.

NOTE: Any editing, especially the addition of text in your submission (including your name and/or certificant number at the start, middle, or end of the video), is **strictly prohibited**.

CCPDT Training Policies and Position Statements

Application of the Least Intrusive Minimally Aversive (LIMA) Effective Behavior Intervention and the Humane Hierarchy

What Is LIMA?

“LIMA” is an acronym for the phrase “least intrusive, minimally aversive.” LIMA describes a trainer or behavior consultant who uses the least intrusive, minimally aversive strategy out of a set of humane and effective tactics likely to succeed in achieving a training or behavior change objective. LIMA adherence also requires consultants to be adequately educated and skilled in order to ensure that the least intrusive and aversive procedure is used.[1]

LIMA does not justify the use of punishment in lieu of other effective interventions and strategies. In the vast majority of cases, desired behavior change can be affected by focusing on the animal's environment, physical well-being, and operant and classical interventions such as differential reinforcement of an alternative behavior, desensitization, and counter-conditioning.

LIMA Is Competence-Based

LIMA requires trainers/consultants to work to increase the use of positive reinforcement and eliminate the use of punishment when working with animal and human clients. In order to ensure best practices, consultants should pursue and maintain competence in animal behavior consulting and training through continuing education, and hands-on experience. Consultants should not advise on problems outside the recognized boundaries of their competencies and experience. [2]

Positive Reinforcement and Understanding the Learner

Positive reinforcement should be the first line of teaching, training, and behavior change program considered, and should be applied consistently. Positive reinforcement is associated with the lowest incidence of aggression, attention seeking, avoidance, and fear in learners. [3]

Only the learner determines what may be reinforcing. It is crucial that the consultant understands and has the ability to appropriately apply this principle. This fact may mean that the consultant assesses any handling, petting, food, tool, and environment each time the learner experiences them. Consultant bias must not determine the learner's experience. The measure of each stimulus is whether the learner's target behavior is strengthening or weakening, not the consultant's intent or preference.

Systematic Problem Solving and Strategies

The trainer/consultant is responsible for ensuring learner success through a consistent, systematic approach that identifies a specific target behavior, the purpose of that behavior, and the consequences that maintain the behavior.

A variety of learning and behavior change strategies may come into play during a case. Ethical use of this variety always depends on the trainer/consultant's ability to adequately problem solve and to understand the impact of each action on the learner, as well as sensitivity toward the learner's experience.

Preventing Abuse

We seek to prevent the abuses and potential repercussions of inappropriate, poorly applied, and inhumane uses of punishment and of overly-restrictive management and confinement strategies. The potential effects of punishment can include aggression or counter-aggression; suppressed behavior (preventing the consultant from

adequately reading the animal); increased anxiety and fear; physical harm; a negative association with the owner or handler; increased unwanted behavior; and, new, unwanted behaviors. [4]

Choice and Control for the Learner

LIMA guidelines require that trainer/consultants always offer the learner as much control and choice as possible. Trainer/consultants must treat each individual of any species with respect and awareness of the learner's individual nature, preferences, abilities, and needs. [5]

What do you Want the Animal to Do?

We focus on reinforcing desired behaviors, and always ask the question, "What do you want the animal TO do?" Relying on punishment in training does not answer this question, and therefore offers no acceptable behavior for the animal to learn to replace the unwanted behavior. These LIMA guidelines do not justify the use of aversive methods and tools including, but not limited to, the use of electronic, choke or prong collars in lieu of other effective positive reinforcement interventions and strategies.

When making training and behavior modification decisions, trainers/consultants should understand and follow the *Humane Hierarchy of Behavior Change – Procedures for Humane and Effective Practices*, outlined in the diagram [6]

For these reasons, we, strongly support the humane and thoughtful application of LIMA protocols, and we applaud those individuals and organizations working with animals and humans within LIMA guidelines.

Purpose

The Humane Hierarchy serves to guide professionals in their decision-making process during training and behavior modification. Additionally, it assists owners and animal care professionals in understanding the standard of care to be applied in determining training practices and methodologies and the order of implementation for applying those training practices and methodologies.

Hierarchy of Procedures for Humane and Effective Practice

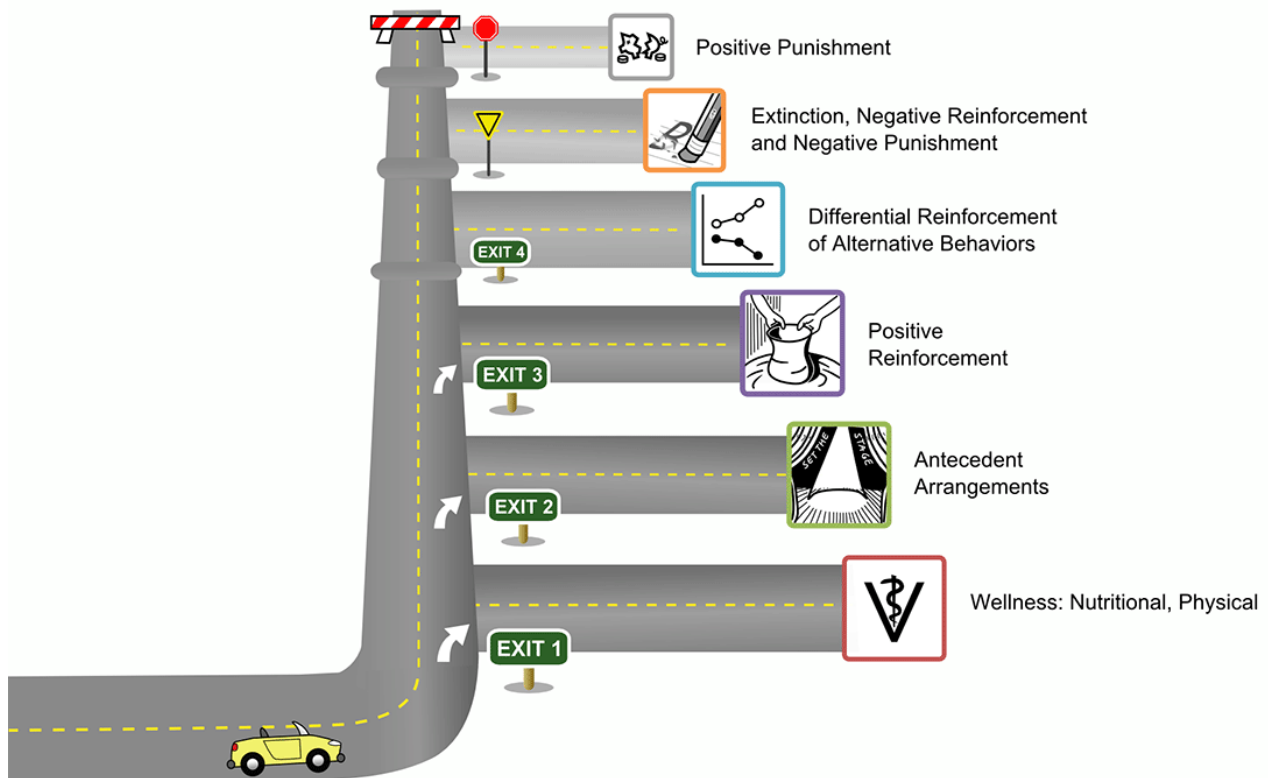
- 1. Health, nutritional, and physical factors: Ensure that any indicators for possible medical, nutritional, or health factors are addressed by a licensed veterinarian. The consultant should also address potential factors in the physical environment.**
- 2. Antecedents: Redesign setting events, change motivations, and add or remove discriminative stimuli (cues) for the problem behavior.**
- 3. Positive Reinforcement: Employ approaches that contingently deliver a consequence to increase the probability that the desired behavior will occur.**
- 4. Differential Reinforcement of Alternative Behavior: Reinforce an acceptable replacement behavior and remove the maintaining reinforcer for the problem behavior.**
- 5. Negative Punishment, Negative Reinforcement, or Extinction (these are not listed in any order of preference):**
 - a) Negative *Punishment*– Contingently withdraw a positive reinforcer to reduce the probability that the problem behavior will occur.**
 - b) Negative *Reinforcement*– Contingently withdraw an aversive antecedent stimulus to increase the probability that the right behavior will occur.**
 - c) Extinction – Permanently remove the maintaining reinforcer to suppress the behavior or reduce it to baseline levels.**
- 6. Positive Punishment: Contingently deliver an aversive consequence to reduce the probability that the problem behavior will occur.**

Useful Terms

Intrusiveness refers to the degree to which a procedure affects the learner's control. With a less intrusive procedure, a learner retains more control. The goal of LIMA is for its trainers/consultants to determine and use the least intrusive effective intervention which will effectively address the target behavior. In the course of an experienced consultant's practice, he or she may identify a situation in which a relatively more intrusive procedure is necessary for an effective outcome. In such a case, a procedure that reduces the learner's control may be the least intrusive, effective choice.

Additionally, wellness is always positioned as the first step of the hierarchy to ensure that a trainer/consultant does not implement a learning solution for behavior problems due to pain or illness. The hierarchy is a cautionary tool to reduce both dogmatic rule following and practice by familiarity or convenience. It offers an ethical checkpoint for consultants to carefully consider the process by which effective outcomes can be most humanely achieved on a case-by-case basis. The hierarchy is intended to be approached in order for each case. Rationale like, "It worked with the last case!" is not appropriate. The evaluation and behavior change program of every animal should be a study of the individual (i.e., individual animal, setting, caregiver, etc.). Changing behavior is best understood as a study of one.

Hierarchy of Behavior-Change Procedures Most Positive, Least Invasive Effective Intervention



BY-NC-ND 2015 Friedman, Fritzler

References:

- [1] Steven Lindsay, Handbook of Applied Dog Behavior and Training Vol 3 pgs. 29 & 726.
- [2] Per the IAABC, APDT, and CCPDT Code of Ethics Principle 3.7
- [3] "[The] use of positive reinforcement alone was associated with the lowest mean scores (attention- seeking score 0.33; fear (avoidance) score 0.18; aggression score 0.1). The highest mean attention- seeking score (0.49) was found in dogs whose owners used a combination of positive reinforcement and negative reinforcement. The highest mean avoidance score (0.31) was found in dogs whose owners used a combination of all categories of training method. Owners using a combination of positive reinforcement and positive punishment had dogs with the highest mean aggression score (0.27)." Emily J. Blackwell, Caroline Twells, Anne Seawright, Rachel A. Casey, The relationship between training methods and the occurrence of behavior problems, as reported by owners, in a population of domestic dogs, *Journal of Veterinary Behavior: Clinical Applications and Research*, Volume 3, Issue 5, September–October 2008, Pages 207-217, ISSN 1558-7878, <http://dx.doi.org/10.1016/j.jveb.2007.10.008>.
- [4] See avsabonline.org • Hutchinson RR. 1977. By-products of aversive control. In: Honig WK, Staddon JER, eds. *Handbook of Operant Behavior*. Englewood Cliffs, NJ: Prentice-Hall: 415-431. • Azrin NH. 1960. Effects of punishment intensity during variable-interval reinforcement. *J Exp Anal Behav* 3: 123-142. • Azrin NH, Holz WC, Hake DR. 1963. Fixed-ratio punishment. *J Exp Anal Behav* 6: 141-148. • Pauli AM, Bentley E, Diehl AK, Miller PE. 2006. Effects of the application of neck pressure by a collar or harness on intraocular pressure in dogs. *J Am Anim Hosp Assoc* 42(3): 207-211. • Drobatz KJ, Saunders HM, Pugh CR, Hendricks JC. 1995. Noncardiogenic pulmonary edema in dogs and cats: 26 cases (1987-1993). *J Am Vet Med Assoc* 206: 1732-1736. • Azrin NH, Rubin HB, Hutchinson RR. 1968. Biting attack by rats in response to aversive shock. *J Exp Anal Behav* 11: 633-639
- [5] Brambell's Five Freedoms, used as animal and human welfare guidelines:
- [6] S. Friedman, What's Wrong with this Picture? Effectiveness is Not Enough, APDT Journal March/April 2010

Please direct any questions regarding this standard of care to our administrator at administrator@ccpdt.org.

Electronic Collars and the Humane Hierarchy

The Certification Council for Professional Dog Trainers (CCPDT) recognizes that there are many disciplines in the world of dog training. The CCPDT does not limit its certificant profile to one type of dog trainer or one type of training discipline. With that understanding, the CCPDT does not forbid the use of electronic collars that are used within the constraints of the Humane Hierarchy. (Please see the position statement on the Application of the Humane Hierarchy found in this handbook and at www.ccpdt.org)

The CCPDT believes that the administration of an electric stimulus during training should only be used after all other training options have been considered and rejected. A CCPDT certificant should never authorize or employ the use of electric stimulation as an initial training option. We strongly believe that the use of an electronic collar should be the last form of training considered before its use.

A CCPDT certificant is expected to exhaust all other training strategies before considering the use of an electronic collar. The CCPDT certificant should attempt or carefully rule out the following training strategies prior the use of electrical stimulation:

- Changes in antecedent stimuli
- Positive reinforcement of alternative behaviors
- A comprehensive program of counter conditioning and desensitization
- Negative punishment
- Negative reinforcement
- Consultations with other behavior professionals for alternative training suggestions

In the event that a CCPDT certificant determines that an electronic collar is the appropriate course of action for a particular dog, that trainer should never apply more than one electronic stimulation to a dog at the same time. Furthermore, the electronic stimulation should never be administered to any location other than the neck of the dog.

A CCPDT certificant who violates these directives in this position statement risks losing his or her certification. A certificant who loses his or her certification as the result of violating the directives in this position statement will have his or her name published on our website with the reason for the decertification.

Amended 5/23/2014

Dog Training and Behavior Intervention Practices

Purpose

This policy serves to govern those practices that a Certification Council for Professional Dog Trainers (CCPDT) certificant may not use during the practice of dog training or behavior modification. This policy will clarify for dog owners and dog care professionals those practices in which a CCPDT certificant may not engage.

The CCPDT recognizes that this policy does not address every practice under debate in the dog training industry. The goal of this policy is to ensure that CCPDT certificants do not engage in certain practices which can in no way be considered humane or sound by scientific standards. It also acknowledges that certain additional practices remain under debate, such as the use of electronic stimulation collars. This policy is intended as a first step in ensuring that CCPDT certificants are not using practices that are potentially egregiously harmful to dogs, either physically or emotionally.

Definition

For the purposes of this policy, an electrical stimulation collar is defined as a collar which is used in a mode that causes electrical energy to pass through any part of the dog's body.

Policy

The following practices are never acceptable for use by a CCPDT certificant, for any reason:

- Helicoptering or hanging a dog (defined as lifting the dog off of the ground and either holding it off of the ground or swinging the dog off of the ground by the collar or leash for any period of time) or otherwise restricting the airway of the dog in any manner.
- Purposely lifting a dog by the collar, leash, or scruff such that two or fewer of the dog's legs remain on the ground.
- Applying a collar that delivers an electrical stimulation to a dog without first exhausting alternative intervention strategies, including, at a minimum, positive reinforcement of alternative behaviors, changes in antecedent stimuli, and either negative punishment, negative reinforcement, or extinction.
- Applying more than one (1) electrical stimulation collar to a dog at the same time.
- Applying an electrical stimulation collar to the genital region or abdomen area of the dog.
- Applying a toe or ear pinch (defined as applying a pinching pressure either with the hand or with a tool of any sort - including but not limited to a cord or wire - to a toe, ear or any other body part of the dog with the intention of causing the dog to perform or cease a behavior).
- Drowning (defined as submersion of the dog's head in water for any period of time).
- Applying a cattle prod to any part of the dog's body.

No trainer or behavior consultant who has been certified through a CCPDT certification program shall engage in any of the above-named acts for any reason. To report any such conduct by a trainer or behavior consultant whom you believe has been certified through one of the CCPDT's certification programs, please refer to the CCPDT's Certification Compliance and Disciplinary Procedures or contact our administrator at administrator@ccpdt.org.

(Adopted 8/4/11)

Standards of Practice and Code of Ethics

These Standards of Practice and Professional Code of Ethics have been adopted by the Certification Council for Professional Dog Trainers® (CCPDT®). Certificants and Candidates are expected to abide by these standards both through their conduct and the delivery of professional services.

Standards of Practice

The Standards of Practice provide a framework of principles to convey a collective principle of professionalism, skills and values in positive reinforcement-based training. Each Certificant and Candidate will undertake the following:

- To understand and promote Least Intrusive, Minimally Aversive (LIMA) training and behavior work.
- To continue professional development by reading relevant material; attending conferences, workshops and seminars; and pursuing other educational opportunities.
- To review and understand source material and academic texts for information.
- To abstain from representing training and behavioral information as scientific, unless the information is derived from peer-reviewed and published research.
- To refrain from offering guarantees regarding the outcome of training and behavior work.
- To always maintain professionalism through:
 - Providing your services honestly
 - Treating animals and clients respectfully
 - Valuing and preserving the privacy of clients
 - Maintaining professionalism with colleagues and other professionals.

Professional Code of Ethics

The Professional Code of Ethics sets forth the standards of conduct that CCPDT Certificants and Candidates must adhere to professionally. Any Certificant and Candidate is subject to revocation of certification, revocation of candidate application approval, or other disciplinary actions if they fail to abide by this code.

Principle I: Responsibility to Clients

- 1.1 Shall provide professional assistance to persons without discrimination on the basis of race, age, sex, ethnicity, socioeconomic status, disability, gender, health status, religion, political beliefs, national origin, or sexual orientation.
- 1.2 Shall comply with applicable laws regarding the reporting of animal bites and suspected abuse or neglect.
- 1.3 Shall respect the right of clients to make decisions regarding their pet's management, training and care. CCPDT are responsible for helping clients understand the potential consequences of those decisions.
- 1.4 Shall obtain informed consent from clients before videotaping, audio recording, or permitting third-party observation.
- 1.5 Shall obtain signed waivers, contracts or agreements prior to the start of services.
- 1.6 Shall ensure and oversee the safety of clients, animals and the public in implementing training and behavior programs.

Principle II: Confidentiality

- 2.1 Shall not share confidential information that could reasonably lead to the identification of a client, or prospective client, research participant, or other person with whom they have a confidential relationship, unless they have obtained the prior written consent of the client, research participant, or other person with whom they have a confidential relationship.
- 2.2 Shall keep accurate and complete records of all clients, their animals, services provided, and the conclusion of the services provided.
- 2.3 Shall provide referring veterinarians with professional feedback on services provided and training and/or behavior plans to improve continuity of care and ensure the collaborative relationship between health

and training and/or behavior professionals.

Principle III: Professional Competence and Integrity

- 3.1 Shall work to minimize the use of aversive stimuli and maximize the effective use of positive reinforcement to modify animal behavior through a Least Intrusive, Minimally Aversive (LIMA) based approach.
- 3.2 Shall maintain competence in training and behavior through continuing education.
- 3.3 Shall maintain adequate knowledge of, and adhere to, applicable laws, ethics, and professional standards.
- 3.4 Shall provide truthful advertising and representation concerning their qualifications, certifications, experience, performance, and pricing of services.
- 3.5 Shall refrain from providing guarantees regarding the specific outcome of training and behavior plans.
- 3.6 Shall provide full disclosure of potential conflicts of interest to clients and other professionals.
- 3.7 Shall work within their professional education and individual expertise.
- 3.8 Shall seek help and education when confronted with complex or difficult cases, and refrain from taking cases beyond their professional experience.
- 3.9 Shall not advise on problems outside their recognized professional education and certifications, and shall not provide advice or recommendations in areas of veterinary medicine or family counseling unless licensed and qualified to do so.
- 3.10 Shall not permit employees, subcontractors, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence based on certification and education.
- 3.11 Shall exercise care when stating their professional recommendations and opinions through public statements.
- 3.12 If the accountable party has employees or subcontractors, that accountable party shall hold their employees, subcontractors, and mentees accountable for following the Standards of Practice and Code of Ethics during the course of the delivery of professional services on behalf of the Certificant.

Principle IV: Responsibility to the Profession

- 4.1 Shall be respectful of colleagues and other professionals and shall not condemn the character of their professional acts, nor engage in public commentary, including commentary in public presentations, written media or on websites, internet discussion forums, or social media, that is disrespectful, derisive, or inflammatory. This includes cyberbullying, that is, the use of electronic media for deliberate, repeated, and hostile behavior against colleagues.
- 4.2 Shall maintain adequate professional liability insurance coverage.

Principle V: Financial Arrangements & Truthful Representation of Services

- 5.1 Shall clearly disclose and explain to clients all financial arrangements and fees related to professional services prior to entering into a professional relationship.
- 5.2 Shall represent facts truthfully to clients, third party payors, and students regarding services rendered.

Principle VI: Advertising

- 6.1 Shall accurately represent their competencies, education, training, and experience relevant to their practice of training and/or behavior modification.
- 6.2 Shall not use titles that could mislead the public concerning the identity, responsibility, source, and status of those practicing under that name.
- 6.3 Shall correct, wherever possible, false, misleading, or inaccurate information and representations made by others concerning their qualifications, services, or products.
- 6.4 Shall not represent themselves as providing specialized services unless they have the appropriate education, training, or experience.
- 6.5 Shall refrain from making misrepresentations regarding marketing and logos for which they are no longer eligible, and remove logos and claims of certification when no longer maintained.
- 6.6 Shall agree to use the most current logos and follow the recommended usage of said marketing materials.

- 6.7 Shall not commit business fraud, plagiarism, copyright infringement, misuse or misappropriation of logos or trademarks, theft of intellectual property, slander, or libel.

Principle VII: Illegal Behavior

- 7.1 Shall not be convicted of cruelty, abuse, or neglect of animals or humans, crimes against humanity, or violence against animals or humans.
- 7.2 Shall not engage in cruelty, abuse, or neglect of animals or humans, crimes against humanity, or violence against animals or humans.
- 7.3 Shall not be convicted of crimes directly related to the responsible party's professional qualifications.
- 7.4 Shall not engage in gross misconduct directly related to the responsible party's professional qualifications.

Principle VIII: Cooperation in Matters Related to Ethical Complaints

- 8.1 Shall cooperate at all times from the inception of an ethical complaint through the completion of all proceedings regarding that complaint.
- 8.2 Shall not threaten or retaliate against any parties or witnesses to a good faith ethics complaint, both during the course of the complaint and after the completion of all proceedings.

Principle IX: Appeals

- 9.1 Any CCPDT Certificant or Candidate who wishes to appeal a termination or sanction may do so in accordance with CCPDT's Certification Compliance and Disciplinary Procedures.

Updated 4/30/23