

TRAINING LOG HOURS CAN BE UPLOADED USING THE TEMPLATE OR ENTERED DIRECTLY INTO THE 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.

You may summarize your Training Log hours to a MAXIMUM of one client for one month per row. Hands on Hours and Assisting Hours reflect different activities and **CANNOT** be listed in the same row. Please do not use acronyms.

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

The following information is required for your Training Log:

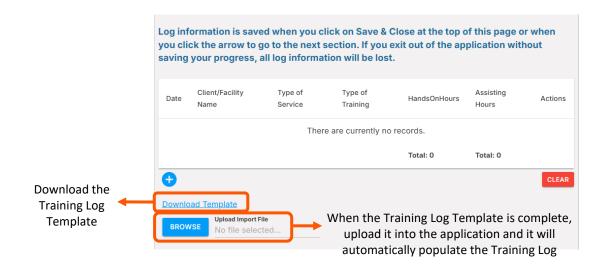
- **Date** (select from drop down calendar; only month and year are reviewed, select any day)
- Client/Facility Name (client last name is sufficient)
- **Type of Service** (private lesson, group class, volunteering at a shelter, working as a vet tech, or similar)
- **Type of Training** (basic manners, dog sports, obedience, handling, housetraining, socialization, or similar)
- Hands-On Hours (number of hours accrued for the client in the month)
- Assisting Hours (number of hours accrued for the client in the month)

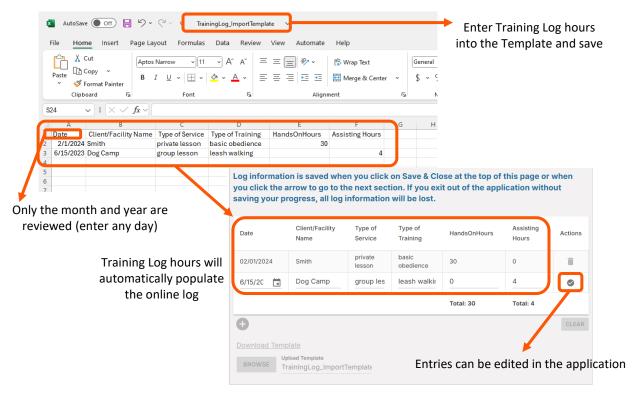


SAMPLE TRAINING LOG

(for informational purposes only)

UPLOADING THE TRAINING LOG USING THE TEMPLATE







SAMPLE TRAINING LOG

(for informational purposes only)

ENTERING THE TRAINING LOG INTO THE APPLICATION

