



## CONTINUING EDUCATION UNIT PROGRAM POLICY

Effective Date  
September 1, 2020

### Purpose

The purpose of this policy is to establish a standardized continuing education process for the International Association of Canine Professionals (IACP) within the Continuing Education Unit Program (CEUP) ensuring program alignment with the IACP mission.

### Who this order affects

This order applies to IACP Director Oversight Education and Certification Committee (DOECC) or his/her designee, Chairperson Education and Certification Committee (CECC), CEU Officer (CEUO), continuing education providers, and persons currently holding IACP issued certification, hereinafter called **“certificants”**.

### This Order Cancels

This Order does not cancel or supersede any other orders.

### Policy

IACP issued certifications are valid for two (2) years from the issuance date. Certificants' must renew their certifications every two years on or before the anniversary date. To renew the certification, the certificant must satisfy three mandatory requirements:

1. Complete the corresponding number of Continued Education Units (CEU's) per the **IACP Certification Renewal CEU Chart (Attachment-1)** within two (2) years from the initial certification issue date. Subsequent renewals will coincide with the certification anniversary date.
  - a. In the event the certificant receives the next level IACP certification, the newer certification will count as CEU credit within the active two (2) year cycle but will not change the anniversary date.
2. Complete the **IACP Certification Renewal Form (Attachment-2)**
3. Submit the IACP Certification Renewal Form with supporting documentation and application fee as instructed on the form.

The CEUs must be completed within the certificants' active two (2) year cycle. CEUs not completed or used within the certificant's active two (2) year cycle will not be

“saved”, “rolled over”, or “carried over” from the previous (2) year cycle or into the next two (2) year cycle.

## **IACP Approved CEUs**

CEUs must be pre-approved by Education and Certification Committee (ECC). The IACP website provides an updated list of all CEU’s that are officially approved and recognized by IACP. The certificant must ensure that they take the course while the CEU is officially recognized. Certificants must check the IACP website before attending a CEU event to ensure that the CEU event is still on the IACP approved list.

CEUs not listed on the IACP CEU Pre-Approved list will require that the **IACP CEU Pre-Approval Form (Attachment-3)** be submitted prior to attending the event. Failure to do so may result in the CEU request not being approved.

## **Categories of Continuing Education Units**

IACP has two (2) categories for acceptable CEU recognition.

1. **Traditional** - CEUs may be awarded for attending conferences, workshops, presentations, lectures, seminars, on-line webinars, training programs, short courses, academic classes, in-service training, monthly instructor based subscription, and other structured educational learning or programs that are designed to enrich, enlighten, or inform the participant, hereinafter called **“event”**. Any program that provides documentation of recognition for licensing bodies, professional associations, or other professional organizations may also be included.

The class time of recorded continued educational activities are converted to a formal measurement or points that are then called Continued Education Unit (CEU). These units or points serve to measure an individual’s participation in an organized continuing education experience with instruction and direction by qualified personnel.

2. **Alternate** - CEUs may also be earned by alternate eligible CEU activities that provide higher learning through critical thinking, problem solving, and creativity while contributing to the canine profession.

## **Traditional CEU Events Criteria**

1. Continuing education providers must ensure that the CEU event content includes the following criteria for IACP approval. One (1) CEU will be awarded for each hour of actual presentation or hands on instruction.
  - a. Event is hosted by a professional, a business, a vocational school, or an academic school.
  - b. Program content lists what knowledge and skills will be covered at the event.

- c. Program learning goals and desired outcomes are structured for a target audience of canine professionals or other professional application. Courses that fail to meet the criteria will be considered courses that target a pet owner level and will not qualify for IACP CEU approval.
  - d. Verification of an individual's attendance and completion of course will be accepted by one of the following, listed in order of preference.
    - i. Certificate of Attendance issued
    - ii. Copy of Sign in Sheet
    - iii. Letter from event provider attesting to certificant's physical attendance at venue, if asked to provide to IACP.
    - iv. Other mode of certificant's attendance, if asked to provide to IACP.
    - v. Receipt of payment for event
  - e. Documentation and description of an appropriate method of delivery
  - f. Instructional personnel are professionally qualified for the specific type of CEU activity that is seeking IACP approval.
    - i. A minimum five (5) years of applied knowledge and experience are mandatory for any instructional personnel offering canine related CEU (see 2. CEU Event Subject Criteria).
  - g. Agree to the terms and conditions of the IACP Code of Ethics and IACP Mission.
2. CEU Event Subject Criteria. Continuing education event curriculum must belong to at least one (1) of these subjects. Curriculum may be combined if they support each other in the advancement of the canine professional industry.
- a. Canine: behavior, growth and development, health, husbandry, learning, and/ or nutrition.
  - b. Business development: website design, software, accounting, time management, marketing, or other similar business development.
  - c. Professional development: training, teaching, coaching skills with people, public speaking, writing skills, or other similar professional development.

### **Alternate Eligible CEU Activities**

The IACP recognizes other experiences that provide higher learning through critical thinking, problem solving, and creativity while contributing to the canine profession.

- Developing an Event will earn one (1) CEU per course hour, course outline must be included. The program must be able to meet the same requirements identified under “**CEU Event Criteria, 1.**” The same CEU Program can only be awarded CEUs once.
  - For an event that you will be the presenter
  - For an event that another person will be the presenter
  - For a training program, vocational or academic school
  - For shelters or rescue personnel
  - For professional business development in the dog training industry
  - For personal development in the dog training industry
- Presenting or co-presenting at an event as a speaker or presenter will earn two (2) CEUs per course hour, event flyer must be included. The presenter or co-presenter must be able to meet the same requirements identified under “**CEU Event Criteria, 1.**” The same presentation can only be awarded CEUs once during the certificant’s active two (2) year cycle.
- Authoring or co-authoring a book will earn five (5) CEUs per book and must include the book title, publisher, and publication date. The book must be canine related and within your field of expertise. The same book can only be awarded CEU’s once unless a revised edition has been published.
- Writing an article that was published in a newspaper, magazine, journal, newsletter, or other type of publication will earn three (3) CEUs and a copy of the article must be included. The article must be canine related and within your field of expertise. The IACP defines an article as one that is published and distributed for sale to the public or as a benefit of paid membership to an organization. The article can only be awarded CEUs once.
- Earning a license or certification from another canine professional industry or organization resulting from an exam will earn three (3) CEUs per license or certification. A copy of the license or certification must be included. This does not apply to license or certification renewals.
- Participating as an IACP volunteer (IACP documentation required)
  - Exam Evaluators/Raters will earn (1) CEU for each exam with a maximum of 10 CEU’s earned per two-year cycle. IACP Education and Certification will provide a letter that advises the number of exams the evaluator “rated” during the two-year cycle.
  - Developing questions for IACP certification exams will earn (1) CEU for four (4) questions submitted. Each question must include which exam,

what part of the exam, and a brief description of why the questions should replace current questions or be added to the exam.

- Assisting committees with research or as technical advisors will earn (1) CEU for each assignment. Each assignment can only be awarded once.
- Mentoring another canine professional in your field of expertise may qualify for up to five (5) CEUs per two-year cycle, one (1) CEU per hour of mentoring. The IACP defines mentoring as an experienced canine professional (mentor) who supports and advises another canine professional with less experience (mentee) to help the mentee develop in their field. An eligible mentorship requires the mentor to include the Mentorship Action Plan with the CEU Pre-approval Application package.
  - A Mentorship Program Action Plan contains:
    - Mentor name, address, e-mail, and telephone.
    - Mentee name, address, e-mail, and telephone.
    - Define the goals that both the mentor and mentee want to gain from the program.
    - How long the mentorship program will last.
    - What mentoring format will be used including whether the mentoring will be in person or on-line (E-distance).
      - One-on-One Mentoring
      - Group Mentoring: more than one mentee such as youth programs.
      - Speed Mentoring: series of one-on-one conversations with different mentees that come prepared with questions for advice (such as in a corporate event or conference).
    - A blank section at the bottom of the document allowing space for the mentee to validate and provide feedback at the end of the mentorship.
  - Mentorship Program validation must include;
    - How long did the mentorship last
    - List all tasks learned as a direct result of the mentorship program

**Unacceptable Continuing Education** activities such as meetings for committee, delegate assembly, or similar meeting for discussion of articles, by-laws, or policy making purposes will not be approved by IACP.

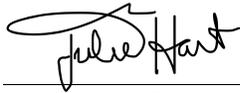
### **CEU Pre-Approval Procedure**

1. **IACP CEU Pre-Approval Application (Attachment-3)** must be submitted for each individual program, course, activity, or event. Applications must be submitted to the IACP EC at least 30 business days prior to the start date of the program and approved prior to the actual start date. IACP Pre-Approval Applications that are received less than 30 business days prior to the start date of the program, will be at risk of not receiving an official IACP response before the start of the event.

2. IACP requires a re-submission of the **CEU Pre-Approval Application (Attachment 3)** if the content of a previously pre-approved CEU opportunity changes the subject content more than 50% from the pre-approved version.
3. IACP may verify a pre-approved CEU opportunity is conforming to the approved course content.
4. IACP will respond within 15 business days from receipt of application with a final determination.

### **CEU Disputes**

Any disagreements as it pertains to this CEUP policy, may be disputed by initiating a formal dispute in accordance to the IACP Education and Certification Dispute Policy within 10 business days from the receipt of rejected CEUs.



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Julie Hart Director-Oversight  
Education and Certification Committee

Aug 25, 2020

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Date



## IACP Certification Renewal CEU Chart

A certificant who has been issued more than one IACP certification will be required to obtain the number of CEU's that is assigned to the highest certification held by the certificant.

### CEU Distribution Limits Per Two-Year Cycle

<b>IACP Certification</b>	<b>CEUs Required</b>	<b>Canine</b>	<b>Business</b>	<b>Professional</b>
<b>Dog Trainer Foundation Exam</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Certified Dog Trainer</b>	<b>10</b>	<b>No Limit</b>	<b>2</b>	<b>2</b>
<b>Certified Dog Trainer Advanced</b>	<b>20</b>	<b>No Limit</b>	<b>3</b>	<b>3</b>
<b>Professional Dog Trainer Instructor</b>	<b>20</b>	<b>No Limit</b>	<b>4</b>	<b>4</b>
<b>Service Dog Trainer</b>	<b>Refer to Service Dog Exam Requirements</b>			
<b>Therapy Dog</b>	<b>Refer to Therapy Dog Requirements</b>			



## CERTIFICATION RENEWAL FORM

Effective Date  
Sept 7, 2020

This form must be used to apply for IACP Certification Renewals every two (2) years 30 days prior to the anniversary date of the first issued IACP certification. Per the IACP Continuing Education Units (CEU) Program Policy, CEU courses not listed on the pre-approved list on the CEU IACP website page, requires the submission of a **Continuing Education Units (CEU) Pre-Approval Application** form. It is recommended that the CEU Pre-Approval Application be submitted at least 30 days prior to your attendance so IACP may advise of the course eligibility prior to your attendance. IACP cannot guarantee that all "requests" will be approved.

Submit this form when you have accumulated the required CEU hours but no later than 15 days prior to your certification expiration. This form must be accompanied with proof of course attendance and supporting documentation listed in the Continuing Education Units Program Policy. Certification Renewal Forms submitted on or after the certification expiration date will incur additional late fees of \$25.00 (US). The IACP member will have up to 45 days after the expiration date to submit all required documents and fees. Documentations and fees not received within 45 days from the expiration date will result in the certification's cancellation.

IACP Certificant Name: \_\_\_\_\_

IACP Member (if applicable)#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(postal address, apartment, city, state, zip code, country)

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Check certifications eligible for renewal (check all that apply)

Certified Dog Trainer (CDT)

Certified Dog Trainer Advanced (CDTA)

Professional Dog Trainer Instructor (PDTI)

Date of certification: \_\_\_\_\_

Dates these CEU's apply to: \_\_\_\_\_ To \_\_\_\_\_  
(month / day / year) (month / day / year)



American Express     Discovery     Master Card     Visa  
 Check or Money Order # \_\_\_\_\_

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Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_ CCV \_\_\_\_\_

Send completed Certification Renewal Form and supporting documentation to **IACP Education and Certification Committee**

Preferred Method is Email

E-mail: To: [certification@canineprofessionals.com](mailto:certification@canineprofessionals.com)  
 Subject: Certification Renewal Form

Address: IACP Education and Certification Committee  
 P.O. Box 928  
 Lampasas, TX 76550

For Office Use Only			
Member validated:	Yes	No	Member Number _____
Fees Processed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount Processed: \$_____
CDTCertified:	Yes	No	Original Issuance Date: _____
CDTA Certified:	Yes	No	Original Issuance Date: _____
PDTI Certified:	Yes	No	Original Issuance Date: _____
CEUs incomplete:	No	Yes, New suspendedate: _____	
CEUs rejected:	No	Yes, LetterofNotification sent on _____ Fee refunded on _____	
CEUs approved:	Yes, Letter of Notification sent on _____		New Expiration Date: _____



## Continuing Education Units Pre-Approval Application

This application must be used to apply for IACP pre-approved status of a course, webinar, or workshop. One form must be filled out for each event.

Are you applying for CEU Pre-Approval as a (choose from drop-down menu):

1. Name of Event

2. Date(s) of Event \_\_\_\_\_ Cost: \_\_\_\_\_

3. Is your event (choose from drop down menu)

If in-person list location city, state or country: \_\_\_\_\_

4. Instructor's name(s): \_\_\_\_\_

5. Instructor's short biography including years of experience and any certifications or degrees in their field of instruction. This information will be listed on our Pre-Approved CEU opportunity list if approved.

6. What is the intended target audience for this event? (check all those that apply)

- Professional Dog Trainers
- Pet Owners
- Groomers
- Boarding and Kennel
- Dog Breeders
- Dog Rescue
- Dog Shelter Personnel
- Dog Enthusiasts
- Other \_\_\_\_\_

8. Website link for event \_\_\_\_\_

9. Hours of instruction given during the entire event \_\_\_\_\_

Return this application along with the mandatory documentation:

- Course outline of subject matters that will be taught during the class, workshop, or lecture
- Links to preview of class or other marketing materials





**CEU Chart Quick Reference Guide**  
 Except as noted, all CEUs must be pre-approved by IACP and are limited to once per two-year cycle

<b>CEU Events and Alternate Activities</b>	<b>Potential CEU award</b>	<b>Supporting Documentation</b>
<p><b>Attendance at events:</b> conferences, workshops, presentations, lectures, seminars, on-line webinars, training programs, short courses, academic classes, in-service training, and other structured educational learning or programs that are designed to enrich, enlighten, or inform the participant.</p>	<p>1 CEU per contact hour</p>	<ul style="list-style-type: none"> <li>• Certificate of Attendance issued</li> <li>• Copy of Sign in Sheet</li> <li>• Letter attesting to attendance</li> <li>• Receipt of payment for event</li> </ul>
<p><b>Developing an event</b> for conferences, workshops, presentations, lectures, seminars, on-line webinars, training programs, short courses, academic classes, in-service training, and other structured educational learning or programs that are designed to enrich, enlighten, or inform the participant.</p>	<p>1 CEU per course hour</p>	<p>Program outline</p>
<p><b>Presenting or co-presenting an event:</b> conferences, workshops, presentations, lectures, seminars, on-line webinars, training programs, short courses, academic classes, in-service training, and other structured educational learning or programs that are designed to enrich, enlighten, or inform the participant.</p>	<p>4 CEUs per hour of presentation</p>	<p>Program outline</p>
<p><b>Writing a canine related article</b> published in a newspaper, magazine, journal, newsletter or other publication</p>	<p>3 CEUs per article</p>	<p>Copy of article</p>

## CEU Chart Quick Reference Guide

Continuation

<b>Authoring or co-authoring a book</b> related to your area of canine expertise	5 CEUs  Per book	Book title, publisher, and publication date
<b>Licensure or Certification</b>	3 CEUs  Per document	Copy of document
<b>Evaluating IACP Certification Exams</b>	1 CEU  per exam (maximum 10 CEUs)	Letter from IACP Education and Certification Committee
<b>Question development</b> for IACP certification exams	1 CEU  per 4 questions	Copy of written Questions
<b>Mentoring</b>	1 CEU per  mentor hour (maximum 5 CEUs)	<ul style="list-style-type: none"> <li>• Mentorship Program Action Plan</li> <li>• Mentorship Program Validation</li> </ul>
<b>IACP volunteer</b> work assisting committees with research and technical advisors.	1 CEU  per assignment	IACP Letter from committee chair
<b>Monthly Instructor Led Subscriptions</b>	½ CEU Per month  (maximum 5 CEU's)	<ul style="list-style-type: none"> <li>• Copy of subscription</li> <li>• List of topics covered Include month &amp; year</li> </ul>