



CONTINUING EDUCATION UNIT PROGRAM POLICY

Effective Date
February 10, 2022

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. IACP reserves the rights to revise and update the conditions and/or requirements for those affected by this policy.

Who this order affects

This order applies to continuing education providers, and persons currently holding IACP issued certification, hereinafter called “**certificants**”. This policy does not apply to the Certified Dog Trainer (CDT) certification issued prior to September 1, 2020.

This Order Cancels

This Order supersedes IACP Education Unit Program Policy, September 1, 2020.

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”,

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“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 IACP Education. 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: 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 certificants physical attendance at venue, if asked to provide to IACP.
 - iv. Other mode of certificants 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 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) CEU’s 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 CEU’s once during the certificant’s active two (2) year cycle.
- Authoring or co-authoring a book will earn five (5) CEU’s 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) CEU’s 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 CEU’s 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) CEU's 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 40% 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 with the IACP Education and Certification Dispute Policy within 10 business days from the receipt of rejected CEUs.

Christine Hixson
Christine Hixson - Director Oversight
Education Committee

2/10/2022
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.

	CUE's Required	Exempt		
		Canine	Business	Professional
Certified Dog Trainer (issued prior to 9/1/2020)	0	N/A	N/A	N/A

	CUE's Required	CEU Distribution Limits Per Two-Year Cycle		
		Canine	Business	Professional
Dog Trainer Foundation Certification	5	No Limit	1	1
Certified Dog Trainer (issued after 9/1/2020)	10	No Limit	2	2
Certified Dog Trainer Advanced	20	No Limit	3	3
Professional Dog Trainer Instructor	20	No Limit	4	4

	CUE's Required	CEU Distribution Limits Per Two-Year Cycle		
		Service Dog Specific	Dog Behavior & Training	Professional Dev., Communication Skills, Instructing Skills
Certified Service Dog Trainer	20	5	10	5
Public Access Test Authorized Administrator	0	N/A	N/A	N/A

	CUE's Required	CEU Distribution Limits Per Two-Year Cycle		
		TBA	TBA	TBA
Therapy Dog Certification	TBA	TBA	TBA	TBA
Therapy Dog Evaluator	TBA	TBA	TBA	TBA

*** The Herm Sprenger-Authorized Prong-collar Instructor (HS-API) is a HS certification.

*** The Dog Trainer Foundation Exam (DTFE) is a Certification of Achievement.



CERTIFICATION RENEWAL FORM

This form must be used to apply for the certification renewal of all IACP issued dog training certifications every two (2) years on the anniversary date of the first issued IACP certification. Per the IACP CEU Program Policy, CEU courses not listed in the IACP approved CEU website, requires the submission of a **Continuing Education Units (CEU) Preapproval Application** form. It is recommended that the CEU Preapproval Application be submitted prior to your attendance of those courses so that IACP may advise of the courses' eligibility prior to your attendance. IACP cannot guarantee that all "requests" will be approved.

Submit this form as soon as you have accumulated the required 20 CEU hours but no later than midnight of the certification's expiring date. This form must be accompanied with proof of course attendance and appropriate fees. Certification Renewal Forms submitted on or after the certification expiration date will incur additional late fees of \$25.00 (US) for each expired certification. 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

- Certified Dog Trainer (CDT) issued after 9/1/2020
- Certified Dog Trainer Advanced (CDTA)
- Professional Dog Trainer Instructor (PDTI)

CEU two-year cycle dates: From _____ To _____
(month, day, year) (month, day, year)

Please list the **TRADITIONAL CEU Events** (Use additional sheets if needed)

Date	Name of Course	Instructed by	Type of Course	CUE's

Subtotal _____

Please list the **ALTERNATIVE CEU Activities** (Use additional sheets if needed)

Date	Type of CEU Activity	Activity Description	CUE's

Subtotal _____

Grand Total (add Traditional and Alternative) _____

By my signature, I certify that I attended and completed all listed CEU events or activities. I understand that any deliberate misrepresentation or falsification of any CEU event or activities is grounds for revocation of IACP issued certification(s).

Signature

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 Attendee Host/Provider Instructor

1. Name of Event: _____
2. Date(s) of Event: _____ Cost: _____
3. Is your event At a physical location On-line: _____
4. Instructor's name(s): _____
5. Instructor's short biography including years of experience and any certifications or degrees in their field of instruction. _____

6. What is the intended target audience for this event? (check all that apply)
 Professional Dog Trainers
 Pet Owners
 Groomers
 Boarding and Kennel
 Dog Breeders
 Dog Rescue
 Dog Shelter Personnel
 Dog Enthusiasts
 Other: _____
7. Website link for event: _____
8. 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.

TO: ceu@canineprofessionals.com

Upon receipt of this application with supporting documentation, the application and supporting documents will be forwarded to the IACP CEU Approval Committee for review. The review process may take up to 14 business days.



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

CEU Events and Alternate Activities	Potential CEU award	Supporting Documentation
<p>Attendance at events: 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"> • Certificate of Attendance issued • Copy of Sign in Sheet • Letter attesting to attendance • Receipt of payment for event
<p>Developing an event program 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>Presenting or co-presenting an event: 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>Writing a canine related article 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

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