



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; select any day as it is not recorded)
- **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

Log information is saved when you click on Save & Close at the top of this page or when you click the arrow to go to the next section. If you exit out of the application without saving your progress, all log information will be lost.

Date	Client/Facility Name	Type of Service	Type of Training	HandsOnHours	Assisting Hours	Actions
There are currently no records.						
				Total: 0	Total: 0	

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Download the Training Log Template

When the Training Log Template is complete, upload it into the application and it will automatically populate the Training Log

TrainingLog_ImportTemplate

File Home Insert Page Layout Formulas Data Review View Automate Help

Paste Copy Format Painter Clipboard Font Alignment

Date	Client/Facility Name	Type of Service	Type of Training	HandsOnHours	Assisting Hours
2/1/2024	Smith	private lesson	basic obedience	30	
6/15/2023	Dog Camp	group lesson	leash walking		4

Enter Training Log hours into the Template and save

Training Log hours will automatically populate the online log

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Date	Client/Facility Name	Type of Service	Type of Training	HandsOnHours	Assisting Hours	Actions
02/01/2024	Smith	private lesson	basic obedience	30	0	✖
6/15/2024	Dog Camp	group les	leash walki	0	4	✔
				Total: 30	Total: 4	

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Entries can be edited in the application

SAMPLE TRAINING LOG
(for informational purposes only)

ENTERING THE TRAINING LOG INTO THE APPLICATION

Log information is saved when you click on Save & Close at the top of this page or when you click the arrow to go to the next section. If you exit out of the application without saving your progress, all log information will be lost.

Select from drop down calendar (select any day as it is not recorded)

Do not use acronyms

Assisting Hours cannot exceed 75 hours

When finished with an entry, click the check mark to save

Click "+" to add an entry row

Combined total must be at least 300 hours

Date	Client/Facility Name	Type of Service	Type of Training	HandsOnHours	Assisting Hours	Actions
08/01/2023	Jones	private lesson	basic obedience	8	0	
09/04/2023	Happy Dogs	group lesson	leash walking	0	4	
04/01/2024	Smith	private lesson	scent work	6	0	
1/15/20:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
				Total: 14	Total: 4	

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