How to Apply for the ATD CI Certification Programs

Today's Agenda

- overview of the new certification eligibility requirements

- mechanics of the new candidate portal

- information needed at the time of application

- new audit process and what to do if audited

- how to prepare for the exams

1.

Eligibility Requirements

|	Associate Professional in Talent Development APTD	Certified Professional in Talent Development CPTD
Work Experience	3 years (36 months) of work experience in talent development	5 years (60 months) of work experience in talent development Or 4 years (48 months) of work experience in talent development AND the APTD Certification
Professional Development	28 hours of professional development within the last 3 years in the Professional and Organizational domains Or An ATD Master designation	60 hours of professional development within the last 5 years in the Professional and Organizational domains Or The APTD certification Or An ATD Master designation

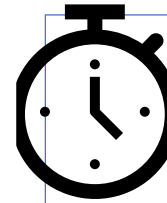# Adding Professional Development
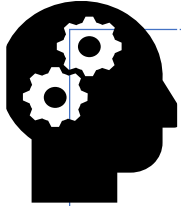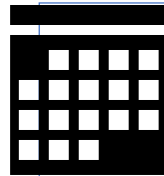
Formal + Informal Learning Accepted
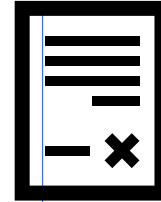
Trackable and reportable
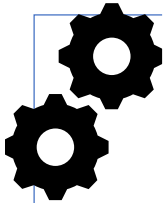
Focused on Professional and Organizational Capabilities

Greater than 30 minutes in length

Acquired within the last 3 years for APTD or 5 years for CPTD

Eligibility Professional Development needs to focus on any of these capabilities:

Developing PROFESSIONAL Capability

- Evaluating Impact
- Instructional Design
- Technology Application
- Knowledge Management
- Coaching
- Learning Sciences
- Training Delivery & Facilitation
- Career & Leadership Development

Impacting ORGANIZATIONAL Capability

- Performance Improvement
- Change Management
- Consulting & Business Partnering
- Business Insight
- Future Readiness
- Data & Analytics
- Talent Strategy & Management
- Organizational Development & Culture

Adding Professional Development

We can accept:

New APTD Preparation Course- 20 hours for the new APTD & CPTD on demand courses!
(Professional Development credits not given for legacy ATD prep)
Seven Essential Elements courses included as an ATD Member benefit- 1 hour credit for each!

We cannot accept:

Reading Books or Journals
Training in a Specific Industry
Platform and proprietary content training
Business Meetings

Adding Professional Development

Examples of Commercially Available Providers
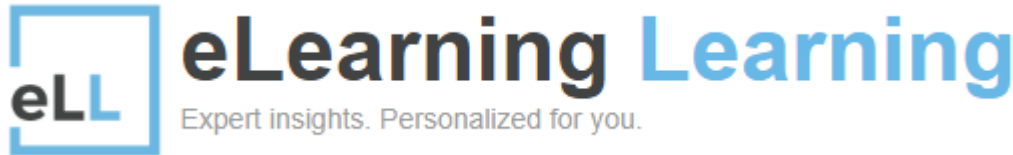
2.

New Candidate Portal
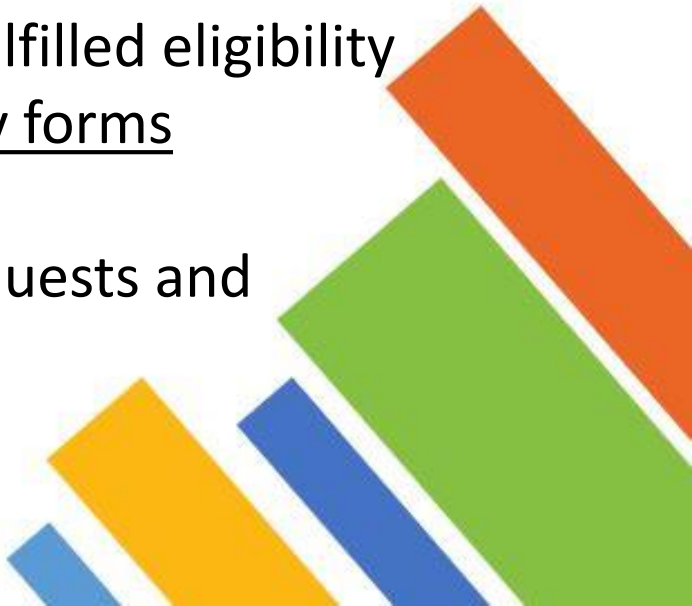
The New Candidate Portal

Built on feedback from you and others before you

Easier to navigate; tracks progress

Lets you know when you have fulfilled eligibility requirements; <u>no more eligibility forms</u>

Secure messaging system for requests and questions

Where to Start

Your td.org Account

JOIN NOW   **SIGN IN / REGISTER**   🛒 0 ⌄

One place for all of your contact information

My Account

Change Password

Contact Information

Addresses

My Downloads

Learning Portal Access

Where to Start

Once you have a td.org Account,
you will click on the link found at
https://www.td.org/certification/newaptd/introduction
or

https://www.td.org/certification/cptd/introduction

Specifically, you're looking for this:

| Introduction | Eligibility | Updated Exam | Prepare | Apply |
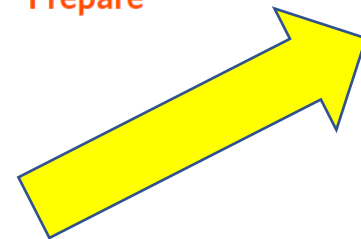
![ATD Certification Institute - Association for Talent Development]

⟨ person icon ⟩ ...@yahoo.com ▾

⌂ Home

CREDENTIALS
☰ Browse Credentials

INFORMATION
🖹 Documents
✉ Messages

EXAMS
↪ Exam Applications
✔ Results

RECERTIFICATION ACTIVITY
🔖 Manage Activities

Notifications   close all

> You have 1 exam application(s) in progress
> Click here to continue   🔒

Welcome	Feb 24 ✕

Welcome to your ATD Certification Institute candidate portal. This is where you will apply for your examinations with the Association for Talent Development Certification Institute.

Please browse for the credential you want to apply for by clicking on this notification box or selecting "Browse Credentials" from the menu.

Powered by BrightLink

CERTIFICATION INSTITUTE
Association for Talent Development

⌂ Home

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☰ Browse Credentials

INFORMATION
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EXAMS
↪ Exam Applications
✔ Results

RECERTIFICATION ACTIVITY

🔖 Manage Activities

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CERTIFICATION INSTITUTE
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RECERTIFICATION ACTIVITY
🔖 Manage Activities

Available Credentials

[🔍]

Associate Professional in Talent Development™ (APTD)

Requirements	
APTD Standard Pathway	
☐ APTD Exam ↗	
APTD with Master Series Pathway	
☐ APTD Exam ↗	
Legacy Requirements	
☐ APTD Full Exam	
☐ APTD without Training Delivery	
☐ APTD without Instructional Design	

The Associate Professional in Talent Development (APTD) is a certification for talent development professionals who are in the early part of their careers or whose professional roles and aspirations are more broad than only talent development. A minimum of three (3) years of professional experience is required. The knowledge covered in the APTD includes the foundations of talent development that professionals can use every day, no matter the level within an organization or company. It may be a destination for some or a stepping stone to the CPTD for others.

Certified Professional in Talent Deve...

Requirements	
CPTD Standard Pathway	
☐ CPTD Exam ↗	
CPTD with Master Series Pathway	
☐ CPTD Exam ↗	
CPTD with APTD Pathway	
☐ CPTD Exam ↗	
☐ APTD Credential	
CPLP Legacy Requirements	
☐ CPLP SAE – TD	
☐ CPLP SAE – ID	
☐ CPLP SAE – MLP	
☐ CPLP Full KE Exam	
☐ CPLP KE without Instructional Design	
☐ CPLP KE without Training Delivery	
☐ CPLP without APTD Content	

The Ce... (CPTD) ... professi... experie... professi... across t... capabili...

Succes... studying... was a t... them to... professi... careers. Successful CPLPs report that the process of studying for and getting their CPLP designation was a tremendous growth opportunity, allowed them to both learn and give back to the profession, and made a positive impact on their careers.

Save to my Home →

Associate Professional in Talent Development™ (APTD)

Requirements

APTD Standard Pathway
☐ APTD Exam ✈

APTD with Master Series Pathway
☐ APTD Exam ✈

Legacy Requirements
☐ APTD Full Exam
☐ APTD without Training Delivery
☐ APTD without Instructional Design

The Associate Professional in Talent Development (APTD) is a certification for talent development professionals who are in the early part of their careers or whose professional roles and aspirations are more broad than only talent development. A minimum of three (3) years of professional experience is required. The knowledge covered in the APTD includes the foundations of talent development that professionals can use every day, no matter the level within an organization or company. It may be a destination for some or a stepping stone to the CPTD for others.
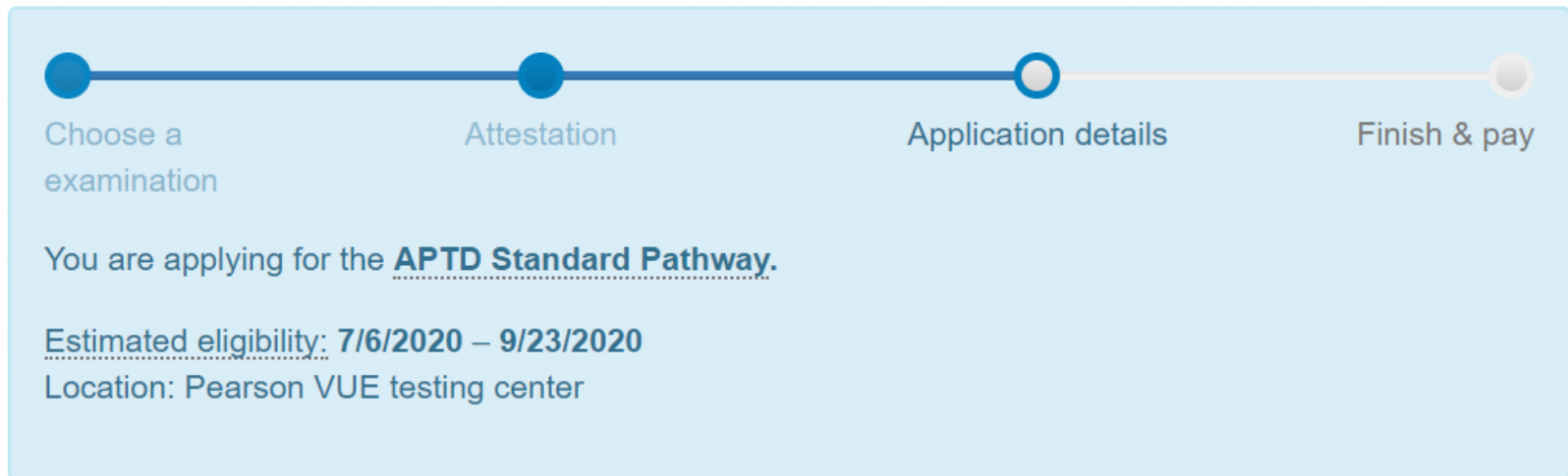
Save to my Home →

Once you choose a certification pathway and begin the application, the system tracks your progress

through agreeing to the terms and conditions of the certification programs

You are applying for the **APTD Standard Pathway.**

Estimated eligibility: **7/6/2020 – 9/23/2020**
Location: Pearson VUE testing center

to the actual application details.

Adding Work History

Position *	[ ] Start date — End date
	☐ current
Company Name *	[ ]
Company Address *	[ ]
Name of Supervisor *	[ ]
Supervisor Title *	[ ]
Supervisor Telephone *	[ ]
Supervisor Email *	[ ]
Would you like ATD CI to notify this employer when you successfully achieve certification? *	Yes No

Adding Work History Detail

Please indicate which of the following Talent Development Capabilities were part of your above named role (check all that apply):

Learning Sciences
Instructional Design
Technology Application
Training Delivery & Facilitation
Knowledge Management
Career & Leadership Development
Coaching
Evaluating Impact
Business Insight
Consulting & Business Partnering
Organization Development & Culture
Performance Improvement
Other Human Resources (eg. Staffing)
Data & Analytics

On PCs, hold down CTRL to select more than one capability area.
On Macs, it's the Command key.

Keep Adding Relevant Employment History until you have Required Number of Months

+ Add Work Experience

36
months
for APTD

48/60
months
for CPTD

Adding Professional Development

7 required pieces of information

Type of Activity
Conference/in-person course/online course/higher education course/webinar
Title of Activity
Activity Organizer
Start Date
End Date
Number of Hours
Capabilities Covered

Application Completion

- A current resume upload is also required.

- The application is not approved until the certification fee is remitted.

- Complete but not yet paid applications will be invalidated after 6 months

- 10% of all applications will be audited

- Once application is approved, you will receive instructions on scheduling your exam appointment.

3.

Information Needed at the Time of Application

Application Checklist

❑ Read the Certification Handbook

❑ td.org account

❑ Details and supporting documents for Work Experience

APTD	CPTD
3 years (36 months)	5 years (60 months) or with an APTD, 4 years (48 months)

❑ Details and supporting documents for Professional Development

APTD	CPTD
28 hours over last 3 years Or any ATD Master designation	60 hours over last 5 years Or APTD or any ATD Master designation

❑ Current Resume

❑ Certification Fee Payment form (Credit card)- Invoices can be obtained by calling ATD Customer Care

4.
Auditing

ATD CI has a new Audit Process

- 10% of all applications submitted will be automatically flagged for review

- If your application is flagged, here is what will happen:

Your application is flagged for Audit → A member of the ATD CI Team will reach out for your supporting documents → You submit requested documentation → ATD CI will review your information and determine eligibility

All communication will occur in Secure Messaging within the Candidate Portal.

ATD CI has a new Audit Process

If your documentation checks out and you are eligible for the certification for which you applied, your application will be approved and you may proceed to scheduling your testing appointment.

If your documentation reveals that you are not eligible for the certification for which you applied you have several options:

- Submit additional work experience or professional development activities that bring your qualifications in line with eligibility requirements.

- If you've applied for the CPTD, but are not yet eligible, and you ARE eligible for the APTD, you may apply for the APTD.

- If you are not yet eligible, your certification fee will be returned, minus $250, and you may reapply when you are eligible.

5.

Preparing for the Exam

First Things First

⧗ Read the **Certification Handbook**
- Gap Analysis
- Suggested Reading List
- Sample Questions

⧗ Make a **Study Plan**
- Think about how you learn best
- Consider your options (time, finances, etc.)

⧗ Schedule your **Testing Appointment**
- Have a goal and schedule early enough in your window to allow for life's emergencies

The 18-month clock starts once you have applied and paid

▲ Test Authorizations for 90-day Window Sets that span 2 testing windows to give candidates more flexibility when scheduling and eliminate the need to transfer as often.

MONTH 1   **MONTH 2**   **MONTH 3**
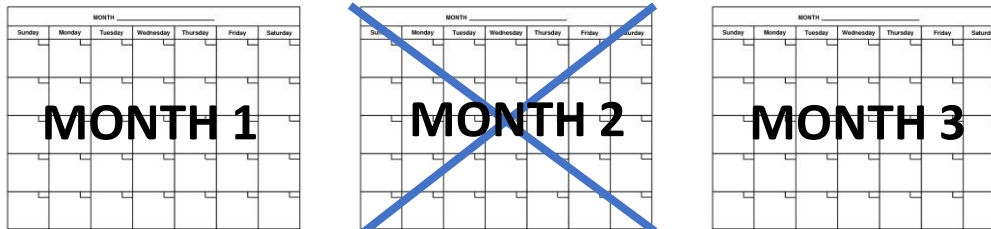
▲ 18-months of eligibility starting with new applications

ATD Education Options

The ATD Learning System is being updated to the **Talent Development Body of Knowledge**
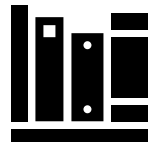
One resource for talent development professionals no matter where they are in their profession

Digital product available February 14
Print Add-on available in May

$195 ATD Members/$295 Non-members

The **ATD Prep Courses** are being updated to reflect the new content and a new platform.
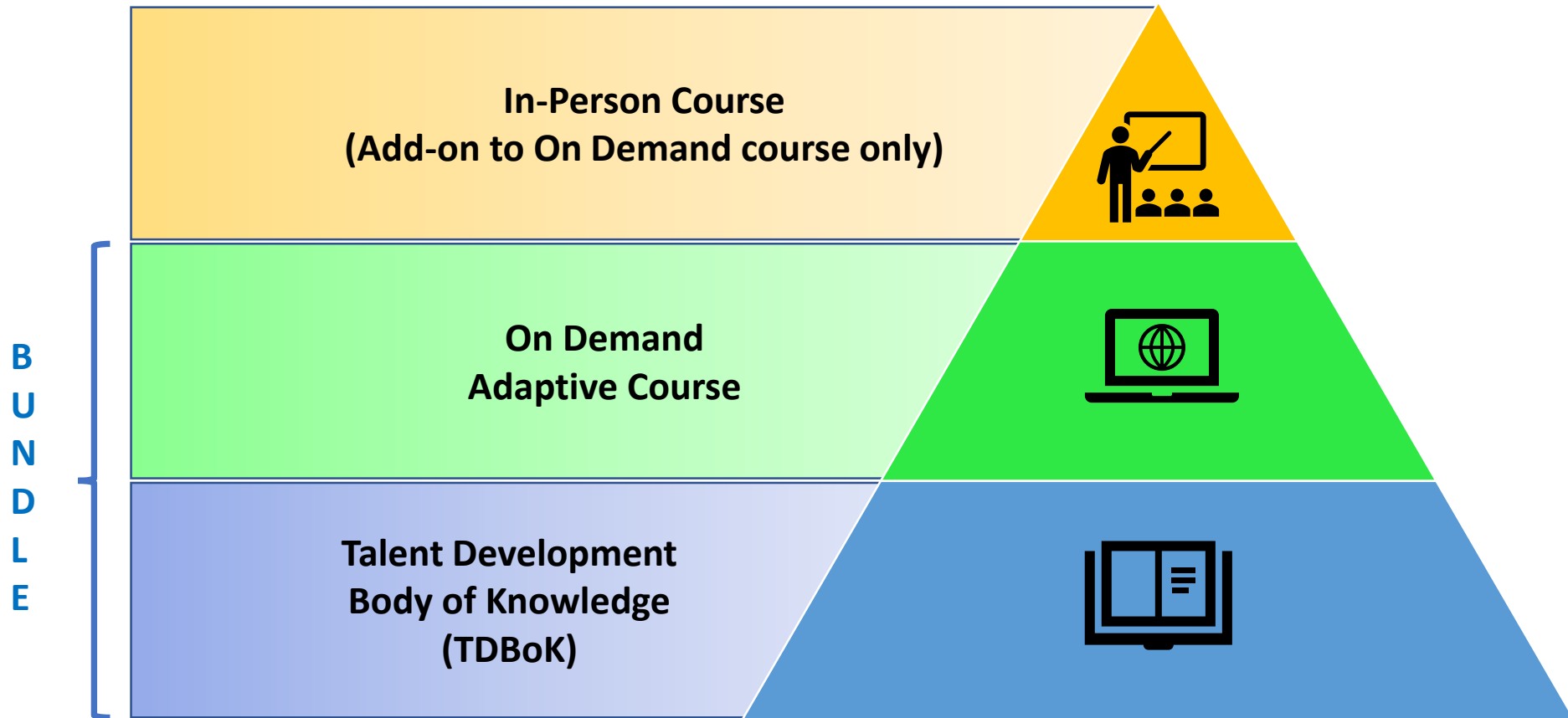
On demand adaptive delivery with access to content covered on the exams

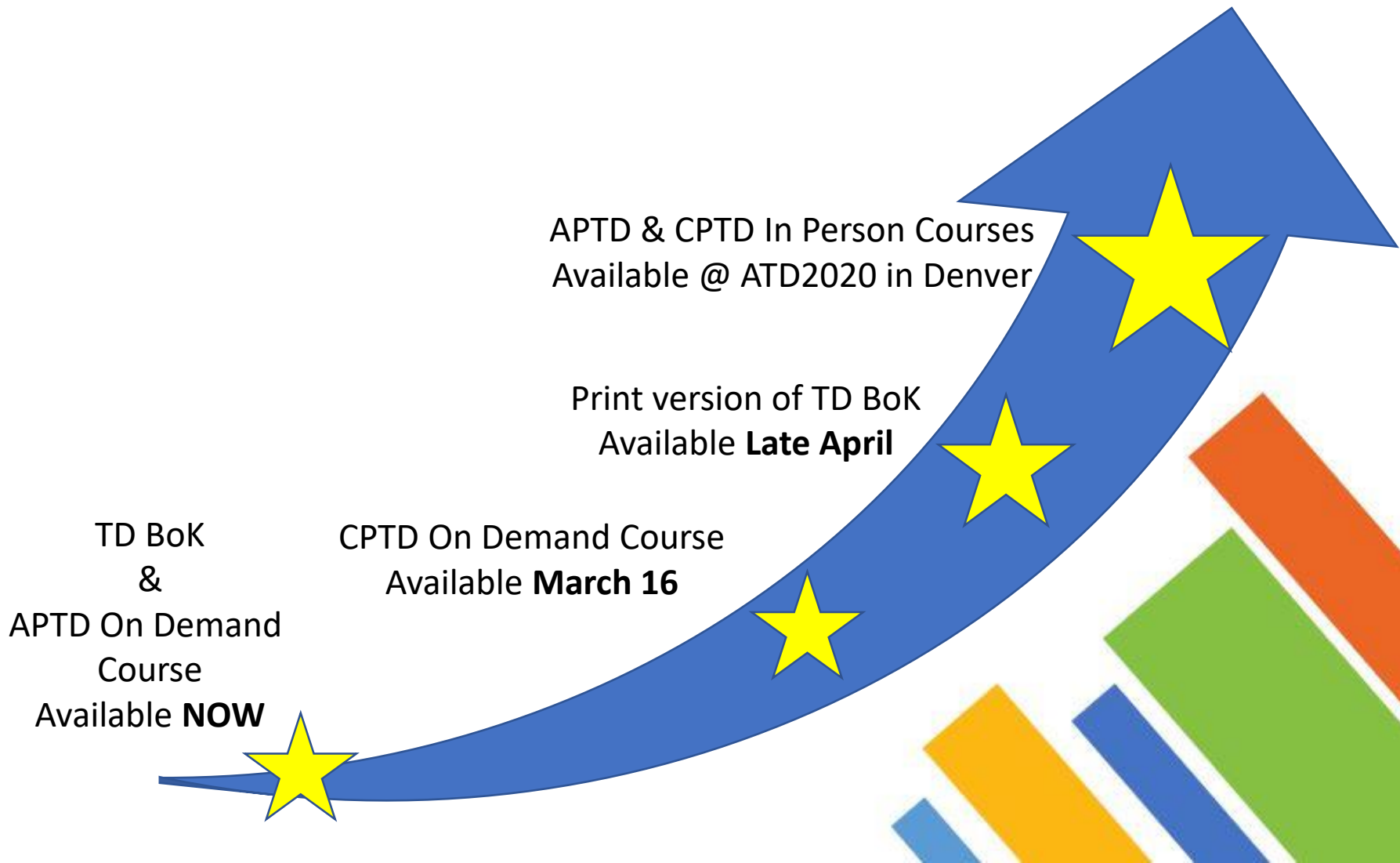Added features like access to a SME to ask questions puzzling you

APTD Prep Available February 14
$1295 ATD Members/$1495 Non-members

CPTD Prep Available March 16
$1695 ATD Members/$1895 Non-members

ATD Education Options

ATD Education Options-Timing

APTD & CPTD In Person Courses
Available @ ATD2020 in Denver

Print version of TD BoK
Available **Late April**

CPTD On Demand Course
Available **March 16**

TD BoK
&
APTD On Demand
Course
Available **NOW**

Other Prep Options

Join a Study Group
    ATD Chapters have them
    Form your own!

Join the LinkedIn Candidate Groups

    APTD: www.linkedin.com/groups/8660635/

    CPTD: www.linkedin.com/groups/8896013/

ATD CI will be releasing a Study Guide by April 1

6.

Last Words and Questions

Last Words

New APTD and CPTD Applications open April 1

CPTD Pilot of August 5-25 will be the only available window to schedule. Additional dates will be available late 2Q/early 3Q.

APTD windows will extend into 2021 with the first window set being July-September 2020.

Questions? Certification@td.org