

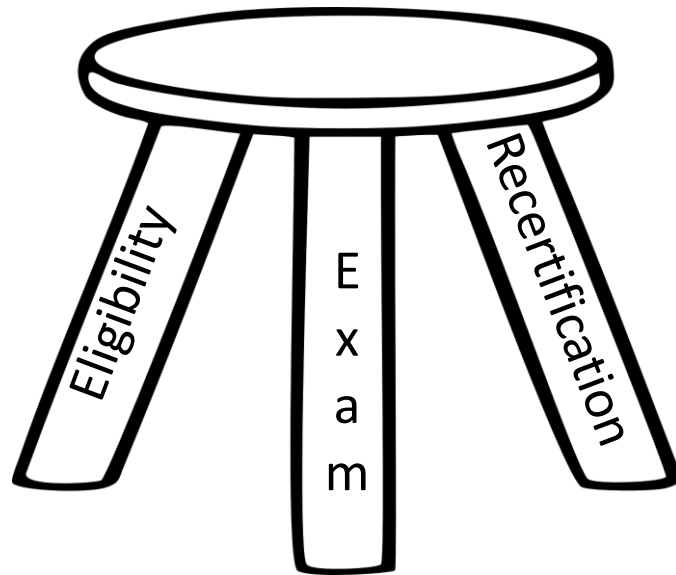
How Do I Recertify?

Sue Kaiden, Senior Project Manager
ATD Certification Institute
June 5, 2019

Recertification Overview

- Why recertify?
- Who?
- What?
- When?
- How?
- Resources
- Questions

Understanding Certification: 3 Legs of the Certification Stool



The ATD Competency Model



- defines the latest competencies needed for success across the entire TD industry.
- provides a professional development roadmap for TD leaders and practitioners.
- provides the opportunity to align individual and organizational goals against an industry standard backed by research and forward-thinking

ATD CI credentials are based on the ATD Competency Model

www.td.org/compmodel

Why Do I Have to Recertify?

- Proves that you are staying current in the field
- Fosters engagement in the profession
- Encourages continuing education



Who Has to Recertify?

Credential holders must recertify every 3 years

- Associate Professional in Talent Development (APTD)
- Certified Professional in Learning & Performance (CPLP)



CPLP vs APTD Recertification

APTD Requirements

Category	Maximum Pts Allowed
Continuing Education	30
Speaking & Instructing	15
On the Job Experience	15
Research & Publishing	15
Leadership & Recognition	10
Professional Membership	10
TOTAL REQUIRED	40 Points

CPLP Requirements

Category	Maximum Pts Allowed
Continuing Education	45
Speaking & Instructing	20
On the Job Experience	20
Research & Publishing	20
Leadership & Recognition	15
Professional Membership	15
TOTAL REQUIRED	60 Points

What Type of Activities Qualify?

Activities need to be tied to topics in the ATD Competency Model

- **Workshops, Conferences, Courses** – Do not have to be ATD
- **Speaking Engagements** – local chapter, professional organizations
- **Instructing** – can be for courses taught at work but only claim once
- **Projects at Work** – substantive projects, new programs developed
- **Articles, Chapters, Books, Blogs** –Talent development related and for professional organization or publication
- **Volunteering** –Volunteer for ATD national and local chapters
 - Complete our volunteer survey
- **Professional Memberships** – ATD National, ATD Local Chapters and others that are TD related

When Do I Have to Recertify?

- Every three years
- Activities must fall within your recertification cycle
 - To find your recertification cycle – <https://www.td.org/ci-recertification> and then select CPLP or APTD program
 - Application can be submitted up to 3 months before deadline
 - Go to certification registry [here](#) and login with ATD credentials
 - Click on Certification Progress on left hand side of the screen to see certification dates
 - Be sure that we have your up to date contact information!




How Do I Recertify?

- Reminder 6 months before deadline
- Complete application available from website
 - If audited*, you need to provide supporting documentation
- Submit application to recertification@td.org by deadline
- Pay your fee \$200 CPLP/\$150 APTD


*Randomly selected percentage of applications are audited

Recertification Policy & Form

2019
Recertification Policy
APTD & CPLP Credentials




ATD Certification Institute
 1640 King Street
 Alexandria, VA 22314, USA
 Phone: 703.683.8100 • 800.628.2783
 Email: certification@td.org
 Website: www.td.org/certification



Version 2 - 2019

CPLP ID*:



**CPLP Recertification Application
 and Tracking Sheet**

Submission Instructions:
 1. Do not submit supporting documentation unless requested by ATD CI.
 2. Please complete application, save it with your name added to the filename and email to recertification@td.org.
 3. If paying by check, please mail a hard copy of your completed application and payment to:
 ATD Certification Institute
 c/o Recertification
 1640 King Street
 Alexandria, VA 22314

Please submit a completed application after you have fulfilled all recertification requirements. Incomplete applications will not be considered. Please type or print legibly. ATD CI will update personal information as given below.

PERSONAL INFORMATION

Last Name:		First Name:	
Street Address:			Check if this is a new address: <input type="checkbox"/>
City/Province:		State:	Zip Code:
Country:			
Primary Email:		Secondary Email:	
Primary Phone:		Secondary Phone:	
Employer Name:		Business Title:	

RECERTIFICATION CYCLE _____ To _____
(as it appears on your certificate) MO/YR MO/YR

RECERTIFICATION APPLICATION FEE: \$200.00

Fees are subject to change without notice and are nonrefundable. Please make checks, money orders or cashier checks payable to ATD CI in U.S. dollars. PLEASE DO NOT SEND CASH. If paying by credit card, please contact the CI staff by phone at 703-838-5842 to provide your credit card information.


<input type="checkbox"/> Check is enclosed	Phone for credit card information
<input type="checkbox"/> I would prefer to pay by credit card, please contact me to get my information at:	

FOR INSTITUTE USE ONLY

DATE RCVD: _____	AMT RCVD: _____	COMP. CC: _____
PERSONAL CC: _____	PROCESSED BY: _____	

1 | Effective: January 1, 2019 – December 31, 2019
 Modified: February 2019

*CPLP ID is ATD customer number



Examples

CONTINUING EDUCATION 45 Point Maximum per three year cycle

Instructions

- List all TD related continuing education events attended during this recertification cycle.
- One point is awarded for each physical hour of continuing education. Minimum allowable time 30 minutes.
- Points are accrued on an hourly basis for all educational time in TD-related continuing education events.
- Educational activities must directly contribute to the CPLP's understanding of the TD profession.
- Recertification points are not awarded for time spent in non-educational time such as breaks, networking, registration, preparation and assignments.
- ATD CI activities such as item writing qualifies under continuing education with pre-assigned points per ATD CI.

For examples of eligible recertification continuing education activities, please refer to the Recertification Policy document located here: <https://www.td.org/certification/cplp-recertification-program>

Documentation Requirement (In Case of Audit)

- Commercial or industry-related courses/sessions - Letter or certificate of completion from the course sponsor verifying hours, dates and subject matter.
- College Courses - Copy of official transcript or report card showing semester credit earned, course title and completion date.
- Chapter events or other industry-related meetings - Proof of attendance such as name badge, attendance roster, sign-in sheet, certificate of completion, or travel voucher, and, Event/Meeting Description (program guide, outline, descriptions or schedule).

Please photocopy pages as needed

Title and Description of Program:	CPLP Certification Team - item writing and review	Requested Points
Educational Institution or Host Organization:	ATD Certification Institute	15
Date of Activity	From: 9/15/16 To: 11/15/2016	
Title and Description of Program:	ATD ICE 2017, Atlanta, GA	15
Educational Institution or Host Organization:	ATD	15
Date of Activity	From: 5/21/17 To: 5/24/17	
Title and Description of Program:	ATD ICE 2018, San Diego, CA	12
Educational Institution or Host Organization:	ATD	
Date of Activity	From: 5/6/18 To: 5/9/18	

ON-THE-JOB EXPERIENCE 20 Point Maximum per three year cycle

Instructions

- CPLP recertification points are awarded per hour.
- Points can be earned for a first-time work experience if that activity adds or enhanced your understanding of the TD body of knowledge. Points can be earned for both development and delivery work.

For examples of eligible recertification on-the-job experience activities, please refer to the Recertification Policy document located here: <https://www.td.org/certification/cplp-recertification-program>

Documentation Requirement (In Case of Audit)

- A copy of finalized project and a letter from the organization, company or educational institution verifying the project and development and delivery hours.

Description of New Work Experience How did this add to your TD knowledge?	Dates From/To	Hours of Development	Hours of Delivery	Requested Points
Competency Model Development	7/28/16 - 9/20/17	400	12	20.0
Rewards and Recognition Program	10/24/16 - 12/5/16	130	3	10.0

PROFESSIONAL MEMBERSHIP 15 Point Maximum per three year cycle

Instructions

- CPLP recertification points are **not** assigned per hour. Rather, point values are specified.
- TD-related professional association or society.
- Points are awarded per year for this category.
- Points requested must be for unique and mutually exclusive experiences.

For examples of eligible recertification professional membership experience activities please refer to the Recertification Policy document located here: <https://www.td.org/certification/cplp-recertification-program>

Documentation Requirement (In Case of Audit)

- Proof of current membership.

Name of Organization	List Years in Recertification Cycle You Were a Member in Good Standing	Requested Points
ATD	2016,2017,2018	12.00
ATD-GTC	2017/2018	3.00
Professional Membership Total		15.0

Resources

APTD Recertification page:

<https://www.td.org/certification/aptd-recertification>

CPLP Recertification Page:

<https://www.td.org/certification/cplp-recertification-program>

Digital Badges:

<https://www.td.org/certification/badging>

Volunteer Survey:

<https://www.surveymonkey.com/r/WNLGJ9L>

Link to CPLP Database:

<https://login.td.org/integral7.aspx?action=autologin>

Questions?

For questions about recertification email
Recertification@td.org

Sue Kaiden

Senior Project Manager, Credentialing

skaiden@td.org

703-683-7266