

Recertification FAQs

APTD & CPLP Credentials



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General Program Questions

Intent of Recertification

Why do I need to recertify?

Recertification verifies that individuals who hold the credential are keeping their knowledge of the talent development field up to date. The intent is to encourage CPLPs and APTDs to continue to learn, develop, and grow in the profession.

Important Dates

When is my recertification application due?

In general, your certification cycle starts the first day of the month after you were notified that you passed your certification exams. For example, if you were notified that you earned your CPLP on February 20, 2017, your recertification cycle would officially start on March 1, 2017 and end on February 29, 2020. A full list of the recertification cycles can be found on our website [here](#) for CPLPs and [here](#) for APTDs. The following chart can also be used as a guide.

| Month Notified of Certification | Original Certification Cycle | New Application and Payment Due Date | Earliest Date Applications Accepted |
|---------------------------------|------------------------------|--------------------------------------|-------------------------------------|
| January | February 1 – January 31 | January 31 | November 1 |
| February | March 1 – February 28 | February 28 | December 1 |
| March | April 1 – March 31 | March 31 | January 1 |
| April | May 1 – April 30 | April 30 | February 1 |
| May | June 1 – May 31 | May 31 | March 1 |
| June | July 1 – June 30 | June 30 | April 1 |
| July | August 1 – July 31 | July 31 | May 1 |
| August | September 1 – August 31 | August 31 | June 1 |
| September | October 1 – September 30 | September 30 | July 1 |
| October | November 1 – October 31 | October 31 | August 1 |
| November | December 1 – November 30 | November 30 | September 1 |
| December | January 1 – December 31 | December 31 | October 1 |

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Notification

How will I be notified that it's time to recertify?

Reminder emails are sent six months before the deadline to ensure that everyone is aware of the deadline, policies and procedures for recertification. Please keep your email address up to date in the certification database [here](#). It is the candidate's responsibility to submit the recertification packet on time, whether or not reminder emails are received.

Official Policies

Where can I find the recertification application and official policies?

The recertification application and tracking form as well as recertification policies can be found [here](#) for CPLPs and [here](#) for APTDs.

Point Categories & Maximums

How do I earn recertification points?

Each credential holder must obtain a minimum of 60 CPLP recertification points or 40 APTD recertification points in each three-year cycle to maintain the credential. All recertification points must be earned through talent development activities related to the [ATD Competency Model](#).

| Category | Max CPLP Points per Three-Year Cycle | Max APTD Points per Three-Year Cycle | How Points Are Calculated |
|----------------------------|--------------------------------------|--------------------------------------|--|
| Continuing Education | 45 | 30 | One point is awarded for each physical hour of continuing education in talent development content. |
| Speaking and Instructing | 20 | 15 | Recertification points are awarded per hour for talent development-related content and points may also be earned for development work. |
| On-the-Job Experience | 20 | 15 | Recertification points are awarded per hour for talent development related projects |
| Research and Publishing | 20 | 15 | Recertification points are awarded per researched published work with talent development researched content only. |
| Leadership and Recognition | 20 | 15 | Point values are preset for different roles within talent development organizations only. |
| Professional Membership | 15 | 10 | Point values are preset for different talent development membership organizations. |

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How to Submit

How do I submit my application?

The applications form is now available as a fillable pdf which you may download from our website [here](#) for CPLPs and [here](#) for APTDs. You may complete the form and email it to us at recertification@td.org. If you prefer to mail a hard copy, you may mail it to:

ATD Certification institute
c/o Recertification
1640 King St
Alexandria, VA 22314
USA

Your packet must contain your Recertification Application and Tracking Worksheet and your supporting documentation if you have been selected for audit.

If you wish to pay by credit card, just check the box on the form and you will receive a secure payment link once your application has been approved. If you wish to pay by check, please mail the check along with a hard copy of your application.

Who should I contact if I have questions?

Please contact the CI Team at recertification@td.org or call 703-683-7266.

Preapproval

Does ATD CI preapprove particular classes or activities for recertification points?

Please see [this page](#) for a list of preapproved activities. All ATD education courses and conferences are approved for recertification. For education programs, the pre-approved number of points is indicated on the course description. For conferences, you may claim the number of hours you spent in instructional time.

Lapses in Certification

Can I let my certification lapse and then renew it at a future date?

Credential holders that do not recertify by the recertification deadlines will become inactive. If you are deactivated, you will need to restart the credentialing process as a new candidate. If you have mitigating circumstances that are impacting your ability to complete your recertification form on time, you may apply for an extension by emailing recertification@td.org before your deadline expires.

Online Recertification System

Can the recertification application be completed online?

At this time, ATD CI does not have an online recertification system. However, we will be converting to an online system in 2020. You will receive instructions about the new system once it has been implemented.

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Certificates Showing New Dates

Will I receive a new certificate when I recertify?

Credential holders who successfully complete the recertification requirements will be issued a new certificate with their new certification dates within six months of recertification.

Emeritus Status / Retired CPLPs

Is there an emeritus status for credential holders? Can a semi-retired person feasibly maintain the credential?

Although ATD Certification Institute does not have a special program for retired CPLPs/APTDs, we believe that the point minimum for recertification can be achieved by semi-retired certificants. There are a variety of ways to earn credits. One example is outlined below for illustrative purposes.

| Category and Max Points | Sample Activities | Category Pt Total |
|--|---|-------------------|
| Continuing Education (45 points max per 3-year cycle) | <ul style="list-style-type: none">Attended a local college class on one of the talent development areas of expertise = 3 credit hours x 15 pts per credit hour = 45 pts | 45 |
| Speaking and Instructing (20 points max per 3-year cycle) | <ul style="list-style-type: none">Presentation to community group on talent development content = 2 hours delivery + 4 hours development = 6 pts | 6 |
| Leadership and Recognition (20 points max per 3-year cycle) | <ul style="list-style-type: none">ATD Volunteer Work reviewing BEST award applications = 5 points | 5 |
| Professional Membership (15 points max per 3-year cycle) | <ul style="list-style-type: none">ATD National membership (senior rate) = 4 points x 1 years | 4 |
| Total Points (must be 60+ to recertify) | | 60 |

Submission Review

Documentation for Non-Audited Submissions

Do I need to submit supporting documentation with my application?

You are not required to submit supporting documentation **unless** ATD CI selects you for audit. All credential holders who are selected for audit will be contacted directly about five months prior to the recertification deadline.

However, if there are questions or concerns about any of the activities that you report on your Recertification Application, ATD CI will contact you to request documentation of those activities. If documentation cannot be provided, the activities will not be considered for points. And, if the activity is not eligible for points, after review of the documentation, points will not be awarded.

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Carrying Over of Points

Can I carry over extra points from one recertification cycle to the next?

You may not carry over points across recertification cycles. Points must be earned within the specific three-year certification cycle.

Recertification Packet Review Process

How are Recertification Applications reviewed?

Each application will be reviewed to ensure that complete and accurate information is provided for each activity, each activity was completed during the three-year cycle, each activity meets the eligibility requirements and specified maximums per category are not exceeded.

How can I be sure that my recertification packet will be accepted?

Be sure to include your completed Recertification Application and Tracking Worksheet by the deadline. Candidates are encouraged to accrue and submit more than the minimum points during each recertification cycle (as a buffer) and to submit only talent development activities that is related to the ATD Competency Model.

Missing Documentation

I have not been retaining documentation of my recertification activities. What can I do?

Credential holders are required to obtain and retain documentation for each recertification activity on an ongoing basis. **If you are not currently keeping up-to-date documentation of your activities, please start immediately!**

Please note that ATD CI recertification policies allow for a wide range of documentation types, providing that each activity's date, content, and duration are noted. For example, a letter from your former company's HR department or a performance appraisal listing may be acceptable if it provides the necessary details such as activity duration and content.

Early Credit Evaluation

Can I receive a rough evaluation of credit in advance of my recertification deadline?

Although ATD CI does not offer pre-submission application evaluations, we do permit the submission of recertification packets several months early. As applications are processed on a rolling basis, submitters will be contacted by email if there is an issue with their submission so that documentation can be obtained. We will work with the submitter to add forgotten activities, correct calculation errors on the reporting form, or explain why activities are not approved for recertification. In all cases, an acceptable application and payment must be received by the submission deadline.

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Audit Processing

How will I know if I have been selected for audit?

A small percentage of certificants are randomly selected for audit before their recertification application due date. These credential holders will receive a letter as well as an email informing them of the audit at least three months before their Recertification submission deadline. Audited certificants will be required to submit documentation demonstrating both the content and duration of all activities listed on the recertification application **by the standard recertification dates**. Suggested documentation can be found in the Recertification Application and Tracking Worksheet.

I am being audited, but I did not retain documentation for some of my activities. Can I still receive points for them?

Audited applicants must submit supporting documentation for all activities listed on their recertification application in order to receive credit. Points will not be granted for undocumented activities. An illustrative list of what might qualify as documentation for each recertification category is included in the Recertification Application and Tracking Worksheet.

I have not been selected for audit, should I keep recertification activity documentation?

ATD CI may request documentation for any activity listed on any certificants' recertification application. CPLPs are required to retain documentation of all activities until you receive notice from ATD CI that recertification has been granted.

Research and Publishing

Point Values for Research & Publishing

How are points awarded for research & publishing?

Recertification points are awarded per published book, thesis, chapter or article on talent development content only. Points are not granted for editing the work of others. Materials produced to advertise or market a product or service are ineligible. For specific point assignments see the Recertification Policies and Procedures document.

Informal Publishing Exclusion

How does ATD CI define informal publishing?

Informal publishing is considered by ATD CI to be publishing that is not reviewed by professional editorial staff or is part of a marketing effort. Website comments, informal blog and wiki entries, and other unedited online items are considered to be informal and thus ineligible for recertification points.

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Continuing Education

Employer-Sponsored Activities

Does ATD CI have special standards for determining the eligibility of training provided in-house by an employer?

All continuing education activities must be related to areas of expertise in the ATD Competency Model. The events must also have educational value and include new content for the credential holder. For each educational presentation or course that you've attended, no matter the format, please retain documentation showing the amount of time spent actually learning. Breaks, off-topic discussions, meals and networking are excluded. If an activity is counted under the Continuing Education category, it may not also be counted under the On-the-Job category.

Can I earn recertification points by attending classes held internally at my company?

Recertification points will likely be accepted, if the class content:

- is focused on talent development content included in The ATD Competency Model
- complies with recertification policies.

Can I earn recertification points by presenting to others at my company?

Recertification points will likely be accepted, if the presentation content:

- is focused on talent development content included in The ATD Competency Model
- complies with recertification policies.

Online Learning

Do webcasts count toward recertification?

Recertification points will likely be accepted, if webcasts are focused on talent development content and have been presented during your recertification cycle.

Do online classes count toward recertification?

Recertification points will likely be accepted if online classes are related to the areas of expertise in the ATD competency model and comply with ATD recertification policies.

How can I document ATD webcasts or other online courses?

ATD CI recertification policies allow for a wide range of documentation types, providing that each activity's date, content, and duration are noted. A receipt of purchase, registration email confirmation, electronic or hardcopy of slides from the presentation, or screenshots of the presentation are some examples of documentation that would be accepted.

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Subject-Matter Specific Training

Can I earn points for attending classes on subject matter specific training techniques?
(For example, A talent development professional in the medical field might attend a train-the-trainer class on how to perform CPR.)

Yes. As long as the content is new to you and teaches training techniques geared to adult learners, subject matter specific train-the-trainer classes can be counted under the Continuing Education category.

Inexpensive Continuing Ed Activities

Are there low-cost activities for earning points in the Continuing Education category?

Using ATD sources as an example, ATD [webcasts](#) are free to all during the first 30 days after they have aired and always free to ATD members. These webcasts usually relate directly to the ATD Competency Model areas of expertise and typically qualify for recertification points at 1 point per webcast. The webcasts must occur during your recertification cycle in order to qualify. Reading talent development-related books that were published during your recertification cycle may also qualify for 3 points per book for up to 15 points per cycle. ATD members receive [two free e-books](#) per year which can help cut your costs. Local ATD chapters also offer programming at a variety of price points.

Chapter Board Meetings

Do chapter board business meetings (without learning content) count for points?

Unless there is actual learning time, you would not receive points. However, you do receive seven points per year under the Leadership and Recognition category for your service on the chapter board.

Speaking and Instructing

Teaching Online

How are points awarded for classes that I teach online?

Teaching an online or audio-only course with talent development content falls under the Speaking and Instructing category. When calculating points, please use the standard formula described in the recertification policies:

On-the-Job Experience

Development-Only Projects

Does ATD CI award points for projects that involve only training development (not delivery)?

Projects that are talent-development related, such as implementing and LMS or developing a competency model, may be listed under the “On-the-Job” category. In this category, points are calculated at the rate of one point per hour of work, up to the maximum 20 points allowable per three-year cycle. For more information, please view the recertification policies.