**PREFACE**

The APTD Certification Handbook is the primary source for the APTD program and provides individuals with everything they need to know to understand, participate in, and complete the APTD certification process. It is a must read for APTD applicants and candidates. Candidates must comply with all policies, procedures, and deadlines in this manual.

The ATD Certification Institute (ATD CI) reserves the right to change the standards, application, and requirements for the APTD certification and recertification processes as necessary. It is important that candidates refer to the Certification Handbook often to check for updates to ensure they have the most current information.

The APTD Certification Handbook is the property of ATD CI. Permission to reproduce its contents must be granted in writing from ATD CI.
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INTRODUCTION

About Us

The ATD Certification Institute (ATD CI) is an independent organization created by the Association for Talent Development (ATD) in 2001. ATD CI’s mission is to set industry standards for the talent development profession, provide an independent validation of those standards, and confer credentials. ATD CI’s vision is to provide internationally recognized credentials for the talent development community to make the world work better.

About The ATD Competency Model™

The ATD Competency Model defines the talent development field. It also answers the question, “What do talent development professionals need to know and do to be successful?” The ATD Competency Model is composed of 10 areas of expertise (AOEs)—the functional and technical areas specific to talent development—and six foundational competencies, which are the general skills required for many professions. For more details, go to www.td.org/compmodel.

What Is APTD®?

The Associate Professional in Talent Development (APTD) is a certification for talent development professionals offered by ATD CI. The APTD requires meeting eligibility criteria, passing a multiple-choice exam, and recertifying every three years. The certification exam covers three primary AOEs as defined by The ATD Competency Model: instructional design, training delivery, and learning technologies. Evaluating learning impact and global mindset are also tested. Individuals who pass the exam earn the right to display the APTD designation after their names.

Who Should Pursue the APTD Certification?

The APTD testing process is designed for talent development professionals who are newer to the field or for those who are focused on instructional design, training delivery, or learning technologies. The certification validates that individuals have a solid understanding of core instructional design, training delivery, and learning technology practices and can apply these areas with a global mindset.

What Are the Eligibility Requirements?

To be eligible for the APTD program, all candidates must:

- Have at least three years of work experience in the talent development field or related fields/disciplines. Related disciplines include human resources, higher education, or similar; or
- Have at least two years of work experience in the talent development field or related fields/disciplines PLUS one year of college/university study in talent development or related field/discipline; or
• Have at least two years of work in the talent development field or related fields/disciplines PLUS successful completion of the ATD Master Instructional Designer or the ATD Master Trainer program.

Talent development work experience must be in the areas of instructional design, training delivery, or learning technology. Candidates must have devoted at least 50% of their time in those areas of talent development to be eligible to take the exam.

Test-Out Options

Due to the strength and rigor of the ATD Masters series, candidates who have successfully completed an ATD Master Instructional Designer or Master Trainer will be able to elect to test-out for that portion of the exam. Only one portion of the exam may be deemed exempt and candidates having both ATD Master Instructional Designer and Master Trainer designations will need to choose which section they wish to omit. The cost of the exam will remain the same for full-test candidates and test-out candidates and the resulting certification will be equivalent.

2018 Testing Dates

<table>
<thead>
<tr>
<th>Registration Opens</th>
<th>Registration Deadline*</th>
<th>Exam Window</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2018</td>
<td>May 13, 2018</td>
<td>June 12-30, 2018</td>
<td>Immediate</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>July 22, 2018</td>
<td>August 21-September 13, 2018</td>
<td>Immediate</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>October 9, 2018</td>
<td>November 8-30, 2018</td>
<td>Immediate</td>
</tr>
</tbody>
</table>

*All ADA applications must be received 10 weeks before your selected testing window in order to arrange the necessary and available accommodations with the testing vendor.

2018 APTD Certification Program Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Registration (nontransferable and withdrawal deadlines are imposed)</td>
<td>US$400 ATD Member</td>
<td>Fees include: • testing seat for the APTD exam, • exam score report, • APTD certificate once certification is achieved. Fees do not include: • study group support, preparatory classes, or APTD Learning System; • traveling expenses to and from testing centers; • retest, transfer, and appointment reschedule/cancellation fees. Candidates must register for a specific exam window at the time of registration. If the candidate chooses to transfer to a</td>
</tr>
<tr>
<td></td>
<td>US$600 Nonmember</td>
<td></td>
</tr>
</tbody>
</table>

Once paid, candidacy for the APTD program is for one year. Expired candidates will need to reapply and remit full payment.
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Rescheduling or Missed Appointment</td>
<td>US$100</td>
<td>Applies when a candidate reschedules or cancels an exam with less than three full business days’ notice and for all no-show appointments. Paid directly to ATD CI. If rescheduling, the new test appointment must be within the same testing window or it will be canceled. Rescheduling requests are subject to availability.</td>
</tr>
<tr>
<td>Transfer</td>
<td>US$200</td>
<td>Applies to transfers to another window. This fee is nontransferable and nonrefundable.</td>
</tr>
<tr>
<td>Retest</td>
<td>US$200</td>
<td>Applies to retakes. This fee is nontransferable and nonrefundable.</td>
</tr>
<tr>
<td>Withdrawal Fee</td>
<td>US$100</td>
<td>Fee applies to receive full registration fee refund upon withdrawal from the program. Candidates must contact ATD CI AND remit the $100 withdrawal fee on or before the last day of their initial APTD Exam registration window. Requests after the registration deadline will not be granted, regardless of the reason for missing the withdrawal deadline.</td>
</tr>
<tr>
<td>Special Accommodation</td>
<td>No Fee</td>
<td>No fee provided the ADA requirements in this document are followed.</td>
</tr>
<tr>
<td>Recertification</td>
<td>US$150</td>
<td>Applies to recertification application processing and handling. A completed recertification application must accompany the payment.</td>
</tr>
</tbody>
</table>
THE APTD CERTIFICATION PROCESS

Earning the APTD certification is a progressive process that involves the following phases:

Phase 1: Decide

Just as training is not the solution for everything, neither is the APTD. Take the time to assess your personal career goals against what the APTD has to offer and what it requires to determine whether APTD is right for you.

Some things to consider include:

- Do you meet the eligibility requirements by having at least three years of experience or equivalent?
- Is this certification compatible with your career goals and aspirations?
- Do you wish to focus on instructional design, training delivery, or learning technologies?
- Are you ready to commit the time, energy, and resources?
- Have you read this entire document so that you fully understand the program requirements?

Phase 2: Prepare

While there is not a mandatory test preparation or study requirement for the APTD program, we recommend you take the time to review the content information associated with the exam.
The content outline in appendix C provides the topics covered on each exam and can be used as a general guide for the study process.

Those seeking additional preparatory resources might consider one or more of the following methods listed. Links to the ATD resources can be found at www.td.org/new-aptd.

- Complete the practice exam.
- Purchase the APTD Learning System, which covers the areas tested and includes quizzes.
- Sign up to attend ATD’s Preparing for the APTD workshop (online format).
- Become part of an ATD chapter study group.
- Find resources on the Internet (study materials, study groups).

We recommend that you spend at least 50-60 hours to prepare. When preparing, keep the following suggestions in mind:

- Create a realistic study schedule.
- Pay attention to the AOE s and how they are weighted on the exam.
- Evaluate your knowledge gaps and concentrate on closing those gaps.
- Recognize that you cannot memorize everything; use memory techniques to help you recall key points.
- Focus on accepted principles and theories, not on memorizing obscure names and dates.
- Take notes to help reinforce key concepts.

Phase 3: Apply & Register

- Step 1: Apply
- Step 2: Register and pay

Apply

To begin the process, applicants will need to do the following:

- Read the entire handbook. As part of the application, you must sign a statement verifying this.
- As part of the process, individuals are required to sign important releases and agreements, including an applicant declaration and release, candidate intent to participate, and a code of ethics. These are part of the online application process and are included in this handbook under appendix A. Candidates should familiarize themselves with this information prior to enrolling in the program.
- If you are an ATD national member, you will need your username and password to log in. If you can’t remember it, call ATD Customer Care at 800.628.2783. Do not create a new user profile.
- Include specifics about your employment positions in the talent development or related fields, including position title, starting and ending dates, employer names, and employer addresses. You will also need to identify your specific talent development activities and percentage of time devoted to those activities.
• Include names and contact information of references from each position who can validate your
talent development experience.
• Disclose payment information so your transaction can be processed. Payment must be made at
the time of registration in U.S. dollars by credit card, check, wire transfer, or money order. No
purchase orders are accepted.

Individuals apply and register for the APTD certification program online at the APTD webpage.

During the online application process, candidates will be required to verify eligibility. Candidates must
provide details about qualifying talent development employment, along with reference names and
contact information for each position listed. If there are questions about eligibility, individuals will be
contacted to provide more specific documentation. Any individual deemed ineligible will be invited to
reapply once the minimum eligibility requirement is met.

An individual may appeal an eligibility denial decision. For more information about the appeals process,
refer to appendix B.

Special Accommodation Arrangements

ATD CI and its testing vendor comply with the provisions of the Americans With Disabilities Act (ADA)
and Title VII of the Civil Rights Act in accommodating candidates with disabilities who need special
accommodations to take the exam. Candidates requiring special accommodations must notify ATD CI of
their request prior to submitting their application. Only ATD CI has the authority to approve requests.

The process for notification is as follows:

1. Notify the certification staff at APTDCertification@td.org of your intent to request an
   accommodation. Write “ADA Request” in the subject line.
2. Once your request is received, a copy of the request for special accommodations form will be
   sent to you. This document must be completed by you and signed by a licensed or certified
   professional qualified to diagnose or treat your condition. In addition, this professional must
   provide a Statement of Explanation on official letterhead describing the conditions and the
   special accommodation(s) needed.
3. Both the completed form and the Statement of Explanation must be sent to ATD CI by email at
   APTDCertification@td.org or by fax at 703.683.8183 at least 10 weeks before your selected
testing window opens. Once received, your request will be reviewed to determine if reasonable
accommodations can be made. You will be notified within five (5) business days of the decision.
4. Please note that there are no extra fees charged by ATD CI for this accommodation if the
   procedures outlined in this section are followed.

For additional information, please contact ATD CI at APTDcertification@td.org.

Register & Pay

ATD CI accepts Visa, MasterCard, American Express, Discover, money order, checks, ACHs, or wire
transfers. Payment must be in U.S. dollars and made payable to the Association for Talent Development
Certification Institute (ATD CI). ACHs and wire transfers should be sent to the specific bank account
designated by ATD CI; contact APTDCertification@td.org for instructions. All payments must be
accompanied with proper documentation. An applicant does not become a candidate until the APTD
registration fee is paid. Once paid, candidacy for the APTD program is for one year. Expired candidates will need to reapply and remit full payment.

**Phase 4: Test**

The APTD certification process involves candidates taking and passing a computer-based test administered at an APTD authorized testing center.

**The APTD Exam**

The APTD exam is designed to measure a candidate’s understanding of several core areas. The full exam contains 115 multiple-choice questions that focus on instructional design, training delivery, and learning technologies plus evaluating learning impact and global mindset. Candidates taking the full exam will have 120 minutes (2 hours) to complete it. Candidates who choose to test-out will only be tested on the AOE(s) not covered in their ATD Master designation and the exam will contain 72 multiple-choice questions that will focus on the following:

- Master Instructional Designer Test-out Exam Contents- Training delivery and learning technologies plus evaluating learning impact and global mindset.
- Master Trainer Test-out Exam Contents- Instructional design and learning technologies plus evaluating learning impact and global mindset.

Candidates who chose to test-out of a portion of the exam will have 90 minutes (1.5 hours) to compete the exam.

Questions on the exam are of the following type and format:

- Traditional multiple-choice format: a question and four response options, one is the correct answer.
- Scenario-based format: multiple-choice questions related to a short scenario.

The following table shows the relative weights of topics on the full exam by AOE:

<table>
<thead>
<tr>
<th>Area of Expertise (AOE)</th>
<th>Exam Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Design</td>
<td>37%</td>
</tr>
<tr>
<td>Training Delivery</td>
<td>37%</td>
</tr>
<tr>
<td>Learning Technologies</td>
<td>26%</td>
</tr>
</tbody>
</table>

Note that items pertaining to evaluating learning impact and global mindset are embedded within the three primary AOE(s). Because these items are embedded, these areas are not scored separately.

**Test Administration**

ATD CI partners with a third-party test administration provider to deliver the exams. The test delivery provider offers authorized testing centers around the world. The testing vendor cannot guarantee the availability of testing sessions, and all testing center locations are subject to change. For the list of testing centers, see the https://home.pearsonvue.com/atd.
Appointment Scheduling

1. Once a candidate’s application is approved and payment is made to ATD CI, the candidate may schedule the seat at the testing center. Candidates will receive an email from PearsonVUEConfirmation@pearson.com with instructions on how to schedule their appointment approximately 48 hours after their payment is processed.

2. Testing appointments are arranged on a first come, first served basis. If candidate is unable to test in their selected testing window because a desired testing date or time is no longer available, a transfer fee will be charged if the candidate is eligible to transfer.
   - Appointments must be scheduled during the testing window only. No tests can be taken outside the testing window.
   - All appointments are first come, first served. If a candidate delays setting up a testing date and time, the selection of available dates and times will be more limited.
   - All requests for special accommodations under the Americans With Disabilities Act must be submitted to ATD CI directly before application and registration. Please contact APTDCertification@td.org to obtain the special accommodations policy document and request for special accommodations form.
   - The testing provider cannot guarantee availability of testing sessions at specific international locations.

Appointment Confirmation

After scheduling a testing appointment through the online scheduling system, the candidate will receive a confirmation email.

- The confirmation notice will include your name and candidate authorization number; the test center name and address; and the date, time, and location of the testing appointment.

Cancellations and Rescheduling

- Candidates must cancel or reschedule testing appointments directly through the online appointment scheduling system.
- All cancellations and reschedules must be made at least three full business days before the scheduled test day.
- If the cancellation or rescheduling request is made fewer than three full business days before the scheduled test day, the candidate is considered a no-show. ATD CI requires a $100 no-show fee payment directly from the candidate. Please contact APTDCertification@td.org to remit this fee.
- Any missed appointment will be considered a no-show. ATD CI requires a $100 no-show fee payment directly from the candidate. Please contact APTDCertification@td.org to remit this fee.
- In the following situations and with appropriate documentation, candidates may cancel their testing appointment with fewer than three full business days’ notice. Please contact APTDCertification@td.org to cancel. Proper documentation includes a hospital intake or discharge paper, obituary, jury duty notice, and so on:
  - serious illness (either the candidate or an immediate family member)
- death in the immediate family
- disabling accident
- court appearance
- jury duty
- unexpected military call-up.

**What to Take to the Testing Center**

- **Identification Requirements**
  - You are required to present two forms of original (no photo copies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent recognizable photo). The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam please contact Pearson VUE at [www.pearsonvue.com/contact](http://www.pearsonvue.com/contact). To view the full ID policy please visit [http://www.pearsonvue.com/policies/1S.pdf](http://www.pearsonvue.com/policies/1S.pdf).

Personal belongings should be left at home, in the car, or the site will secure them (but not allow them into the testing room).

**What to Expect at the Testing Center**

- The testing provider personnel will verify the identity of each candidate prior to allowing the candidate access to the testing center.
- The candidate must provide required identification to be admitted to the testing center.
- Trained test proctors will administer the APTD exam.
- Three pieces of blank paper and two pencils/white board will be given to each candidate by the proctor and these items will be collected at the end of the test.
- The examinations will be timed, with a timer displayed on the computer screen. Candidates taking the full exam will be permitted a total timed testing period of 120 minutes (2 hours) to complete the 115-item exam. Candidates testing out of a portion of the exam (either instructional design or training delivery) will be permitted a total timed testing period of 90 minutes (1.5 hours) to complete the 72-item exam.
- Upon completion of the exam, candidates will receive notification of results immediately.

**General Exam Policies**

**Exam Copyright**

ATD CI holds all proprietary rights for the examination, including copyright and trade secret. To protect the integrity of the examination and to ensure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling the copyrighted, proprietary information.

Any attempt to reproduce all or part of an examination is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the examination room, aiding others in
reconstructing any portion of an examination by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted fully. It should also be noted that examination scores might be invalidated in the event of this type of suspected breach.

Confidentiality and Conduct

You must abide by the following confidentiality and conduct agreement. Failure to abide by the rules of conduct may result in your dismissal from the program without refund. The agreement is as follows:

“I understand that the contents of this test are copyrighted, proprietary, and confidential and that disclosure or reproduction of any portion of it to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution. I can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or my scores might be canceled if there is substantial reason to believe through proctor observation, statistical analysis, and/or other evidence that my score may not be valid or that I was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination.”

Grounds for Dismissal

Any candidate who does not have proper identification, who uses unauthorized aids, or who does not follow the testing procedures may be dismissed from the test center. ATD CI may choose to have the test scores of such candidates invalidated.

Candidates who engage in misconduct and do not heed the administrator’s warning to discontinue the behavior will be dismissed from the test center. The following behaviors are considered misconduct:

- giving or receiving assistance of any kind, including accepting exam details from another individual, organization, or entity or providing exam details to another individual, organization, or entity
- using any unauthorized aids
- attempting to take the examination for someone else
- failing to follow testing regulations or the instructions of the test administrator
- creating a disturbance of any kind
- removing or attempting to remove examination questions or responses (in any format) or notes about the examination from the testing room
- tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Before an exam is canceled for misconduct, the test administrator will notify the candidate of any concerns. The candidate is then given an opportunity to provide additional information. The test administrator then has the following options:

- Dismiss the candidate and file a report with ATD CI describing the action and the reasons for dismissal.
- Allow the candidate to continue and file an irregularity report with ATD CI describing any observations.
In either event, ATD CI will review that candidate’s test record and will decide as to the handling of the candidate and the score.

Exam Complaints or Comments

Candidates who have complaints or comments about any matter related to the testing program may send written correspondence directly to the associate director of credentialing at hbatts@td.org. Candidates should include their name, address, telephone number, email address, the name and date of the test, the location of the testing center, and the name of the test administrator (if known).

Because of test item security, ATD CI will not provide details about any exam questions.

After the Exam

Exam Results

The final score is determined by the number of items answered correctly out of the total number of items on the exam. The score report will include the candidate’s name, certification ID number, scaled score, and pass-fail status.

To pass each exam, a candidate must answer a minimum number of items correctly. This minimum number is called the cut score, and any candidate who scores at or above the cut score will pass that exam.

If a candidate believes that a failing score was received because of a scoring error, the candidate may appeal. For information about the appeals process and the necessary submission form, refer to appendix B.

How the Cut Score Is Determined

ATD CI takes great care in determining the cut score for each exam form. The cut score is established through a process called standard setting, during which a panel of experts from the talent development field conducts a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job.

Their expert judgment is translated to a specific cut score on the exam using the statistical Angoff method. The Angoff method is commonly used to set passing standards in the credentialing industry. Using this method, the panel of experts reviews and evaluates a representative sample of exam items that map to the test content outline. For each item, the group estimates the percentage of qualified candidates who are expected to answer it correctly.

For example, an item rated as 75 percent indicates that three-fourths of the candidates are expected to answer the item correctly. Ratings for each item are then used to compute an overall minimum passing score for the exam.

Retesting

Should a candidate not pass the APTD exam, a candidate may retest, if it is within the one-year expiration window. Candidates cannot retest in the same testing window. A retest fee is required to register to retake the APTD exam.
APTD Achievement

To achieve APTD certification, candidates must pass the APTD exam. Once this has been accomplished, candidates are permitted to display the APTD letters after their name. New APTDs will receive an electronic certificate as further recognition of their accomplishment. APTDs are encouraged to do the following to maximize the impact of their achievement:

- Maintain the credential by recertifying every three years;
- Display their credentials behind their name on business cards, resume, and on social media;
- Join social media groups devoted to the APTD to network and continue to learn from colleagues.

Phase 5: Maintain Certification

The APTD credential is valid for three years. APTD credential holders must recertify during each three-year recertification period to maintain the certification. The recertification cycle begins the first day of the month after notification of APTD success. Recertification points must tie to one or more AOEs in The ATD Competency Model. Credential holders must accrue a minimum of 40 points during each three-year recertification cycle. The categories for recertification points are listed in the following table.

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points (per Three-Year Cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>20</td>
</tr>
<tr>
<td>Speaking and Instructing</td>
<td>15</td>
</tr>
<tr>
<td>On-the-Job Experience</td>
<td>15</td>
</tr>
<tr>
<td>Research and Publishing</td>
<td>15</td>
</tr>
<tr>
<td>Volunteer Activities</td>
<td>15</td>
</tr>
<tr>
<td>Leadership and Recognition</td>
<td>10</td>
</tr>
<tr>
<td>Professional Membership</td>
<td>10</td>
</tr>
</tbody>
</table>
APPENDIX A: RELEASES AND AGREEMENTS

APTD - Code of Ethics
APTD – Applicant Declaration & Release
APTD – Intent to Participate
APTD – Code of Ethics

Candidates must agree to the ATD Certification Institute (ATD CI) Code of Ethics, that describes the behavior expected of a talent development (TD) professional. Clients and employers insist on the highest possible standards of personal integrity, professional competence, sound judgment, and discretion. Developed by the profession for the profession, the Code of Ethics is the public declaration of TD professionals’ obligations to themselves, their profession, and society. Any alleged violation of the Code of Ethics will be addressed pursuant to the ATD CI Code of Ethics and Procedures for Review of Conduct. The Code is as follows:

I will...

1. comply with all copyright laws and the laws and regulations governing my position;
2. maintain confidentiality and integrity in the practice of my profession;
3. conduct myself in an ethical and honest manner;
4. fairly and accurately represent my credentials, qualifications, experience, and ability.

I strive to...

1. provide my employer, clients, and learners with the highest-level quality education, training, and development;
2. keep informed of pertinent knowledge and competence in the field;
3. support my peers and avoid conduct that impedes their practicing their profession;
4. improve the public understanding of talent development.

You are confirming that you have read the Code of Ethics statement above and you agree to abide by it. You further agree and understand that ATD CI reserves the right to revise or update this Code of Ethics, and that it is your responsibility to be aware of current requirements.

Signature: ____________________________________________________________
APTD – Applicant Declaration & Release

I hereby submit this application to the ATD Certification Institute (or “ATD CI”) to be an Associate Professional in Talent Development (APTD) in accordance with and subject to ATD CI's standards, rules, policies, and procedures. I understand that ATD CI and/or ATD may use the information gathered in the certification process for statistical purposes for the evaluation of the certification program, or for other research or study. I further understand that ATD CI will use reasonable efforts to keep the information in its possession confidential.

I understand that ATD CI reserves the right to verify any or all the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules of certification, may result in appropriate disciplinary action. I further understand that I must immediately inform ATD CI of any changed circumstances that may affect this application and the information that has been provided, or that may affect my continuing certification eligibility.

I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores, if ATD CI determines through either proctor observation or statistical analysis that I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examinations. I agree that I will not list my passing status on any professional stationary or business cards, nor will I use it in any advertising until I have passed the APTD exam and program.

I, the undersigned, recognize that ATD CI is the sole and only judge of my qualification to receive and maintain this certification. I further recognize that ATD CI reserves the right to modify or alter at any time the certification standards, the requirements for certification and/or recertification, and any rules, policies, or procedures in connection therewith.

I authorize ATD CI to include my name and contact information in any publicly available lists or directories in which the names of Associate Professionals in Talent Development (APTD) are published, and hereby waive any rights of objections to such listings.

I understand and agree that ATD CI owns all right, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other material related to ATD CI and ATD CI's APTD program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by ATD CI and agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification.

I understand and agree that neither ATD CI nor ATD makes any claims, warranties, guarantees, or promises regarding the content or performance of any Associate Professional in Talent Development (APTD); and I agree not to misrepresent my certification status and its meaning.

I, the undersigned, do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of my application and all materials and information submitted to ATD CI.

In consideration of my application to and participation in ATD CI's APTD program, I, the undersigned, do hereby release, discharge, and hold harmless individually and collectively ATD CI, ATD, and their officers, directors, employees, committee and commission members, members, subsidiaries, agents, successors, and assigns, from any and all liability that may arise, directly or indirectly now or in the future, by reason
of or in connection with any decision, action, or omission relating to this application, the failure of ATD CI to grant certification or recertification to me, the revocation of my certification, or ATD CI's certification standards. This release and waiver of liability shall be binding on my heirs, executors, administrators, successors, and assigns.

I also understand and agree that in considering this application, ATD CI may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as ATD CI deems appropriate. Without limiting the generality of the foregoing, I hereby authorize ATD CI to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted by ATD CI to respond to such inquiries and provide copies of any relevant and non-confidential information to ATD CI. I further authorize ATD CI to provide a copy of this statement to those entities contacted by ATD CI about this application.

Signature: ____________________________________________________________
APTD – Intent to Participate

I intend to participate in ATD CI’s APTD program and I agree to the following:

• My data can be released for research purposes and published as part of the program analysis.
• I will follow ATD CI’s Code of Ethics and Intellectual Property policy as may be amended from time to time by ATD CI.
• I will provide a professional demographic profile to be used for research or marketing purposes.
• I give permission for ATD CI to confirm the name on my certificate and the accuracy of my mailing address for verification purposes.
• I will pay a nonrefundable fee in the amount specified in the program materials.
• I meet the eligibility requirements. I have at least three years of relevant work experience in the talent development field or other related discipline (successful completion one year of college/university study in talent development or related field/discipline or an ATD Master Trainer or Master Instructional Designer program may be substituted for one year relevant professional work experience). At least 50% of my relevant work experience has been devoted to talent development.
• I give my permission for ATD CI to release my name, city, and state publicly if I obtain the APTD credential.
• I give my permission to share my name and contact information with local ATD chapters if I obtain the APTD credential.

I have read and understand all the APTD program materials and requirements in the APTD Certification Handbook, including but not limited to the refund, transfer, deadlines, and appeals policies. In return, all participating professionals will be provided:

• A seat and score report for the APTD Exam

I agree to the following:

• The administration fee is nonrefundable unless ATD CI does not fulfill the above terms.
• All candidates are expected to participate in all aspects of the program for which they are eligible.
• To ensure the privacy and protection of all candidates, ATD CI and ATD representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate’s behalf.

Signature:  ____________________________________________
APPENDIX B: APPEALS PROCEDURES AND FORMS

APTD Eligibility Appeals Procedure and Form

APTD Exam Appeal Procedure and Form
APTD Eligibility Appeals Procedure and Form

When a negative decision about eligibility is communicated to a candidate, the communication will also state that it is an appealable decision, and it will place the candidate on notice that he or she has 10 business days in which to advise ATD CI in writing that he or she intends to exercise the right to appeal. A candidate may appeal the denial of eligibility to enter the APTD program by submitting a written appeal using the APTD Eligibility Appeals Form by email to Holly Batts at hbatts@td.org.

The appeal must document the denial and provide evidence supporting the candidate’s claim for eligibility. Grounds for appeal are limited to the following:

a) Misapplication - the negative decision was the result of the misapplication of the eligibility requirements and such misapplication prejudiced the candidate; or
b) Misinterpretation - the negative decision was not supported by, and is contrary to, the evidence in the record on which the decision of ATD CI was based.

In submitting the appeal, the candidate must use the following processes:

1. Appeals must be made in writing within 10 business days of receipt of the denial of eligibility.

2. The candidate must detail in writing the grounds upon which he or she bases his or her appeal, along with any referenced information upon which the candidate intends to rely in support of the grounds for appeal. The candidate should include a specific reference to where the information or documentation was previously provided.

3. ATD CI will confirm receipt of all appeals within 30 days of receipt. All appeals are confidential.

4. Upon receipt and preliminary review of the written notice of appeal, ATD CI will determine if a negative decision was the result of the misapplication of the eligibility requirements and will notify the candidate in writing of any necessary adjustments that shall be made. ATD CI shall submit any other appeals alleging misinterpretation of the evidence to the Appeals Panel in accordance with the procedures set forth herein.

5. Upon the receipt of any appeals alleging misinterpretation of the evidence, ATD CI will notify the Chair of the ATD CI Board of the notice of appeal. The Chair of the ATD CI Board will appoint a panel of up to 12 individuals to serve as the Appeals Committee. ATD CI shall appoint a three (3) member panel from among the membership of the Appeals Committee to serve as the Appeals Panel for each appeal. The identity of the full Appeals Committee will be disclosed. The identity of the three (3) member Appeals Review Panel will not be disclosed. Any member of the Appeals Panel with a potential conflict of interest with respect to the candidate must disclose the potential conflict to ATD CI and, if it is determined that a conflict exists, that member of the Appeals Panel must not participate in the decision-making process. ATD CI will replace the vacant seat on the Appeals Panel with a member of the Appeals Committee who does not have a conflict with respect to the applicant.

6. The review and determination shall occur within 60 days of designation of the Appeals Panel, in accordance with these procedures and any guidelines developed by ATD CI. If the Appeals Panel finds that good cause exists to re-evaluate eligibility, it may require further evidence or
documentation or information from the candidate. Such request shall be set forth in writing and the candidate is to provide the requested documentation or information within 30 days of request. In this instance, the Appeals Panel shall render a decision within 30 days of receipt of the additional documentation and information.

7. In reaching its decision, the Appeals Panel will consider the record before ATD CI at the time it made its decision regarding the candidate’s appeal, any written statements the candidate submitted in connection with the appeal, and any additional information or documentation provided by the candidate at the Appeals Panel’s request.

8. The Appeals Panel, on a majority vote, either affirms or reverses the decision being appealed. If the Appeals Panel affirms the decision, it becomes final at that point. If the Appeals Panel reverses the decision, it will provide a detailed written explanation of its rationale. ATD CI will implement the Appeals Panel’s decision in a manner consistent with any directive of the Appeals Panel and applicable APTD Program Policies and Procedures.

9. The Appeals Panel will send notification of its decision to ATD CI and ATD CI will notify the candidate of the Appeals Panel’s decision within seven (7) working days of its receipt.

10. The decision of the Appeals Panel is final.
APTD Eligibility Appeals Form

Instructions: The APTD Eligibility Appeals Form must be completed and submitted according to the appeal guidelines.

1. Background (Required)

   Candidate Name: ________________________________
   Candidate Number: ______________________________
   Today’s Date: __________________________________
   Date of Eligibility Denial: _______________________ 

2. Statement of Appeal (Required)

   A. What is the reason for your appeal?

       Check one of the reasons below (these are the only reasons that an appeal will be considered):

       ☐ MISAPPLICATION OF REQUIREMENTS
       The negative decision was the result of the misapplication of the eligibility requirements and such misapplication prejudiced the candidate.

       ☐ MISINTERPRETATION OF EVIDENCE
       The negative decision was not supported by, and is contrary to, the evidence in the record upon which the decision was based.

   B. Explain the reason for your appeal.

       On a separate sheet of paper provide an explanation of the reason for your appeal in 500 words or fewer. Include the following in your write-up:

       1. Explain the circumstances of your appeal.

       2. Explain on what grounds you believe the appeal should be granted.

       3. Submission Instructions (Required)

       Send your information to ATD CI to the Senior Director by email to Holly Batts at hbatts@td.org

       Information must be received by the deadline set forth in the appeal guidelines (10 days following the denial of eligibility) to be accepted. Information received after this time deadline will not be considered.

APTD Exam Appeal Procedure and Form

When a negative outcome on the APTD Exam is communicated to a candidate, the candidate has 10 business days to advise ATD CI in writing that he or she intends to exercise the right to appeal. The
candidate may appeal the results of their exam by submitting a written appeal using the Exam Appeals Form to ATD CI to the Senior Director by emailing Holly Batts at hbatts@td.org.

The appeal must document the score received and provide evidence supporting the candidate’s claim. Grounds for appeal are limited to the following:

a) Scoring errors – the score was incorrect because of data entry, calculation, or reporting errors.
b) Improper Procedures - the score was biased as a result of improper procedure. Improper procedure is when accepted rules, standards, or proper procedures were not followed.

The appeals procedure is as follows:

1. An APTD candidate must submit all appeals in writing within 10 business days of taking the exam using the Exam Appeals Form. The Exam Appeals Form must be completed in its entirety by the candidate and include only relevant, truthful, and accurate information. The candidate must detail the grounds upon which he or she bases his or her appeal, along with any referenced information upon which the candidate intends to rely in support of the grounds for appeal. Appeals received more than 10 business days following the exam will not be considered.

2. ATD CI will confirm receipt of all appeals within five (5) business days.

3. Upon receipt and preliminary review of the written notice of appeal and a properly completed APTD Appeals Form, ATD CI will determine whether the appeal alleges that the candidate’s score was the result of scoring errors. ATD CI shall investigate any appeals alleging scoring errors, and notify the candidate in writing of its findings and any necessary adjustments that will be made. ATD CI shall submit any appeals alleging improper procedures to the Appeals Panel set forth herein.

4. Upon the receipt of any appeals alleging improper procedure, ATD CI will notify the Chair of the ATD CI Board of the notice of appeal. The Chair of the ATD CI Board will appoint a panel of up to 12 individuals who hold the APTD credential to serve as the Appeals review committee.

5. ATD CI shall appoint a three-member panel from among the membership of the Appeals Committee to serve as the Appeals Panel for each appeal. The identity of the full Review Committee will be disclosed. The identity of the three-member Appeals Review Panel will not be disclosed. Any member of the Appeals Panel with a potential conflict of interest with respect to the candidate must disclose the potential conflict to ATD CI and, if it is determined that a conflict exists, that member of the Appeals Panel must not participate in the decision-making process. ATD CI will replace the vacant seat on the Appeals Panel with a member of the Appeals Committee who does not have a conflict with respect to the applicant.

6. ATD CI will send a written notice to the candidate; the notice shall include the written appeals procedures. The review and determination shall occur within 30 days of designation of the Appeals Panel in accordance with these appeals procedures and any guidelines developed by ATD CI.

7. In reaching its decision, the Appeals Panel will consider the candidate’s exam, the scoring procedures and process used in connection with the exam, and the information included on the APTD Appeals Form submitted by the candidate. While ATD CI understands that stressors and
circumstances can prevent candidates from performing their best, under no circumstances will exam scores be raised as a result of the appeal. Problems that will not be considered in the Appeals Panel review include, but are not limited to, the following: inclement weather, test anxiety or illness, unusual circumstances or conditions, and reasonable test center challenges.

8. The Appeals Panel, on a majority vote, either affirms the score received or grants an appeal. If the appeal is granted, the candidate will be provided an opportunity to retest during the next review window with the retest fee waived. The opportunity to take the exam again is the only resolution; the initial exam score will not be changed.

9. If the appeal is denied and the score received is affirmed, there is no further action or recourse available to the candidate.

10. The Appeals Panel will send notification of its decision to ATD CI and ATD CI will notify the candidate of the Appeals Panel’s decision within seven (7) working days of its receipt.

11. The decision of the Appeals Panel is final.
APTD Exam Appeals Form

Instructions: The APTD Exam Appeals Form must be completed and submitted per the appeal guidelines.

1. Background (Required)

   Candidate Name: ____________________________________________
   Candidate Number: __________________________________________
   Today’s Date: ________________________________________________
   Score Report Date: ___________________________________________

2. Statement of Appeal (Required)

   A. What is the reason for your appeal?

      Check one of the reasons below (these are the only reasons that an appeal will be considered):

      □ SCORING ERRORS
      The score was incorrect as a result of data entry or reporting errors.

      □ IMPROPER PROCEDURE
      The score was biased as a result of improper procedure. Improper procedure is when accepted rules, standards, or proper procedures were not followed.

   B. Explain the reason for your appeal.

      On a separate sheet of paper provide an explanation of the reason for your appeal in 500 words or fewer. Include the following in your write-up:

      1. What score or scores are you challenging?
      2. What is the reason for the score challenge?
      3. Explain on what grounds you believe the appeal should be granted.

   C. Attach a copy of your score report. Label it Attachment B.

3. Submission Instructions (Required)

   Send your information to ATD CI by email to the Senior Director, Holly Batts, at hbatts@td.org. Information must be received by the deadline set forth in the appeal guidelines (10 days following the score report date) to be accepted for review. Information received after this period will not be considered. Appeal notifications will be made within 30 days of the appeals submission deadline.
APPENDIX C: EXAM CONTENT OUTLINE RESOURCES

APTD Exam Content Outline
APTD Exam Content Outline

**Area of Expertise (AOE) 1: Instructional Design** (Weighted 37% of the Exam)

Designing, creating, and developing informal and formal learning solutions to meet organizational needs; analyzing and selecting the most appropriate strategy, methodologies, and technologies to maximize the learning experience and impact.

**AOE 1 K1:** Business strategy, drivers, or needs associated with possible learning solutions

**AOE 1 K2:** Needs assessment

**AOE 1 K3:** Research methods, including information scanning, data gathering, and analysis

**AOE 1 K4:** Content knowledge or techniques to elicit content from subject matter experts

**AOE 1 K5:** Learning theories

**AOE 1 K6:** Instructional design theory and process

**AOE 1 K7:** Various instructional methods, such as mobile, online, classroom, and multimedia

**AOE 1 K8:** Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, authoring tools, and social media

**AOE 1 K9:** Individual learning modalities, such as visual, auditory, and kinesthetic

**AOE 1 K10:** Individual, group, and organizational differences that influence learning and motivation

**AOE 1 K11:** Assessment methods and formats, such as multiple choice, hands-on performance, and open-ended response

**AOE 1 K12:** Legal and ethical issues related to instructional design, including accessibility and intellectual property

**AOE 1 K13:** Business and company culture, such as global mindset and cultural norms

**AOE 1 K14:** SME management

**AOE 1 K15:** Basic project management

**AOE 1 K16:** Usability and design

**AOE 2: Training Delivery** (Weighted 37% of the Exam)

Delivering learning solutions in a manner that both engages the learner and produces desired outcomes; managing and responding to learner needs; ensuring that learning is made available in effective platforms and delivered in a timely and effective manner.

**AOE 2 K1:** Learning theories

**AOE 2 K2:** Various instructional strategies, such as discussion, exercise, and self-directed learning

**AOE 2 K3:** Ways to facilitate informal learning and build learning communities, such as leveraging learning platforms and fostering personal learning networks

**AOE 2 K4:** Various delivery options and media, such as mobile, online, classroom, and multimedia

**AOE 2 K5:** Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, and social media

**AOE 2 K6:** Facilitation and presentation techniques and tools
AOE 2 K7: Individual learning preferences

AOE 2 K8: Organizational or cultural differences in learning preferences, communication, and classroom behavior

AOE 2 K9: Personal learning biases such as preference for lecture or informal learning approaches

AOE 2 K10: Familiarity with content being taught and how solutions address needs

AOE 2 K11: Legal and ethical issues related to training delivery, such as obtaining permission for use of materials and giving credit as appropriate

AOE 3: Learning Technologies (Weighted 26% of the Exam)

Identifying, selecting, implementing, and leveraging a variety of learning technologies; adapting learning technologies; applying appropriate technologies to a learning opportunity or challenge.

AOE 3 K1: Various delivery options and media, such as mobile, online, and classroom

AOE 3 K2: Existing and emerging learning technologies and support systems, such as collaborative learning software
APPENDIX D: APTD APPLICATION WORKSHEET

APTD Application Worksheet
APTD Application Worksheet

In preparing to complete the APTD application online, we have created a worksheet to help you gather the necessary information.

Please DO NOT submit this worksheet as part of your application.

APTD Eligibility Requirements

To be eligible for the APTD program, all candidates must:

- Have at least three years of work experience in the talent development field or related fields/disciplines. Related disciplines include human resources, higher education, or similar; or
- Have at least two years of work experience in the talent development field or related fields/disciplines PLUS one year of college/university study in talent development or related field/discipline; or
- Have at least two years of work in the talent development field or related fields/disciplines PLUS successful completion of the ATD Master Instructional Designer or the ATD Master Trainer program.

Talent development work experience must be in the areas of instructional design, training delivery, or learning technology. Candidates must have devoted at least 50% of their time in those areas of talent development to be eligible to take the exam.

Formal Education

Education (highest degree received) (required)

- Ph.D. or Post Graduate
- Master’s
- Bachelor’s
- Associate’s Degree
- Some College
- High School

Year Graduated (highest degree received) (required)

Year: ________

Name of Institution: ____________________________________________

ATD Masters Series Program (Exam Waivers)

For which exam are you registering? (required)

- Full APTD exam, including Instructional Design, Training Delivery, and Learning Technologies
☐ APTD exam with Instructional Design waived

*Within the online application system, you will need to attach a scanned copy of your ATD Master Instructional Designer Certificate of Accomplishment

☐ APTD exam with Training Delivery waived

Within the online application system, you will need to attach a scanned copy of your ATD Master Trainer Certificate of Accomplishment

Employment Background

Must have either 2 or 3 years of experience with at least 50% of time devoted to talent development activities. Please complete the employment history below to show the 2 or 3 years of history.

Employment History *(required)*

Please provide all information for each talent development related employment position. Begin with your most recent or current employer.

Employer: ________________________________

Employed from (mm/dd/yyyy): ________________________________

To (mm/dd/yyyy) – enter today’s date if your current employer:

Job Title: ________________________________

Talent Development (TD) Responsibilities: __________________________________________

________________________________________

Percentage of time spent on TD Responsibilities: ________________________________

Employer Address: ________________________________

Employment Reference *(required)*

Name of Reference: ________________________________

Title: ________________________________

Telephone: ________________________________

Email: ________________________________
**Additional Employment Information** Please provide at least 3 years of experience. Use additional space if needed.

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**Percentage of time spent on TD Responsibilities:**  

**Employer Address:**

**Employment Reference (required)**

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