

Job Aid – Recertification Module

Step 1: Login to the new certification portal [here](#). You will be asked to login using your td.org credentials.

NOTE: If you try logging in with this link and you are taken to the standard td.org landing page, it means that you have multiple accounts with td.org and your certification record cannot be found. STOP and email us recertification@td.org and we will get your records merged.

Step 2: On your home page, your current credential will appear along with the amount of time remaining until expiration. A tracking bar will show you how many points you need to meet your recertification requirements. To add activities, select Manage Activities on the left side of the screen.

NOTE: If you get to your account but it does not show your progress bar or look like the screen depicted below, please try a different browser or make sure that Javascript is enabled for your current browser.

The screenshot displays the ATD Online Credential Management System interface. On the left is a navigation sidebar with categories: Home, CREDENTIALS (Browse Credentials, My Credentials), INFORMATION (Documents, Messages), EXAMS (Schedule Exam, Results), and RECERTIFICATION ACTIVITY (Manage Activities). The main content area features a blue header for the system name, followed by the user's credential: Associate Professional in Talent Development™ (APTD) with a year remaining. Below this is a 'PROFESSIONAL DEVELOPMENT POINTS PROGRESS' section with a green bar for 21 completed points and an orange bar for 19 remaining points. A text box states that users can begin posting recertification activities 90 days before expiration. A 'Requirements' box lists 'Professional Development' and 'New Capabilities Continuing Education' with arrows. An arrow points to the 'Manage Activities' link in the sidebar.

Step 3: Scroll down below any prior entries and Select “Add Professional Development” to add your qualifying activities.

The screenshot shows the 'My Education / Professional Development Credits' page. The main heading is 'My Education / Professional Development Credits'. Below the heading, it says 'No credits recorded.' A large button labeled 'Add Professional Development' is centered on the page. A callout box with an arrow pointing to the button contains the text: 'Select to add your professional development activities'.

Step 4: After selecting “add professional development”, you will see an overview of recertification policies. At the bottom of the screen, select the category for the type of professional development you would like to add.

Recertification Policies Overview

Professional development is required for CPTD and APTD credential holders to remain current in the field and to advance their knowledge and skills toward enhanced capability. To fulfill this requirement, CPTDs must accumulate 60 CPTD recertification points and APTDs must accumulate 40 APTD recertification points during each three-year recertification period to maintain their designation.

Because the goal of the professional development component is to ensure those certified through the ATD Certification Institute are keeping current in the new trends and developments in the field, all professional development activities should link back to specific areas of capability in the ATD Capability Model. For more information on the ATD Capability Model, [please see the website](#).

CPTD and APTD recertification points are earned in the following categories:

1. Continuing Education (CPTD=45 / APTD=30)
2. Speaking and Instructing (CPTD=20 / APTD = 15)
3. On-the-Job Experience (CPTD=20 / APTD = 15)
4. Research and Publishing (CPTD=20 / APTD = 15)
5. Leadership and Recognition (CPTD=20 / APTD = 15)
6. Professional Membership (CPTD=15 / APTD = 10)

All CPTD and APTD recertification points must tie directly to one or more areas of the ATD Capability Model to qualify. Descriptions of category requirements and examples of activities are outlined in the each sections of this application or can be referenced in the [Recertification Policy](#).

Category *

- New Capabilities Continuing Education
- Other Continuing Education
- On-the-Job Experience
- Research & Publishing
- Speaking and Instructing
- Leadership and Recognition
- Professional Membership

Select recertification category from drop down menu

NOTE: Credential holders recertifying after May 1, 2021, must now meet the focused continuing education requirement ([see page 2 of the Recertification Policy](#) for more information). To enter activities that qualify as a new capability (see page 5 of this job aid of a list of topics), please select New Capabilities Continuing Education from the drop down menu. For other continuing education that is not aligned with the new capabilities, please use the “Other Continuing Education” category.

Step 5: Enter the information about your professional development activity into the specified fields. After entering all required fields press SAVE CHANGES. **NOTE:** Once entered you cannot edit your entries, you can only delete and re-enter, so check your information before saving.

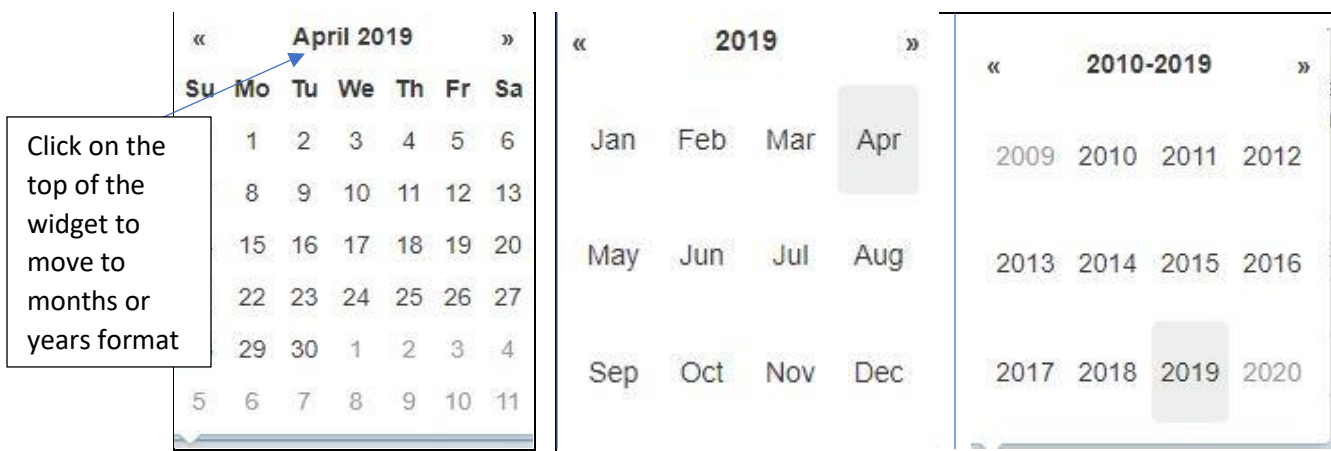
The screenshot shows a form titled "New Capabilities Continuing Education" under the category "New Capabilities Continuin...". The form includes several required fields:

- Title and Description of Program: ***: A text input field with a placeholder "Up to 255 characters".
- Educational Institution or Host Organization: ***: A text input field.
- Primary Capability Area: ***: A dropdown menu with "Select an Option" as the current selection.
- Start Date of Activity: ***: A date selection field.
- End Date of Activity: ***: A date selection field.
- Requested Points: ***: A text input field.

Callout boxes provide additional instructions:

- "Enter information into the fields provided" points to the Title and Description of Program field.
- "Enter the new capability that was addressed" points to the Primary Capability Area dropdown.
- "For date fields, see below for tips" points to the Start and End Date of Activity fields.

NOTE: When you enter a date, a calendar widget will appear. To move more quickly to your desired date, click on the Month/Year at the top of the widget to move from individual dates to months or years as below.



Step 6: Your newly added activity will appear on your professional development tracking page.

The screenshot shows a user interface for tracking professional development. On the left is a sidebar with navigation options: Home, CREDENTIALS (Browse Credentials, My Credentials), INFORMATION (Documents, Messages), EXAMS (Schedule Exam, Results), and RECERTIFICATION ACTIVITY (Manage Activities). The main content area is titled "My Education / Professional Development Credits" and features a table with columns for Type, Credits, Title, Date, and Actions. A blue notification banner at the top states "You have 1 exam application(s) in progress. Click here to continue".

| Type | Credits | Title | Date | Actions |
|--|---------|---|-----------------------|---------|
| <u>Continuing Education</u> (10.0 Total Professional Development Points) | | | | |
| External | 10.0 | ATD Virtual Conference | Earned On 6/5/2020 | |
| <u>New Capabilities Continuing Education</u> (1.0 Total Professional Development Points) | | | | |
| External | 1.0 | Virtual Conference Session on Emotional Intelligence | Earned On 6/3/2020 | |

Step 7: Return to your home page by clicking on the Home button to view your progress bar. Once you have entered the required number of points, your progress bar will turn green. However, you cannot submit your renewal application until you have reached the required number of recertification points AND it is no more than 90 days before your expiration date. **NOTE:** If you have not entered the required number of points in the New Capabilities Continuing Education category, even if you have the correct total number of points, you will not be able to submit your application. Please review your entries to ensure they are categorized correctly.

Once you are within that 90-day period and you have submitted the required number of points, a "Ready to renew?" message will appear on your Home page. Click Submit Renewal when you are ready to pay.

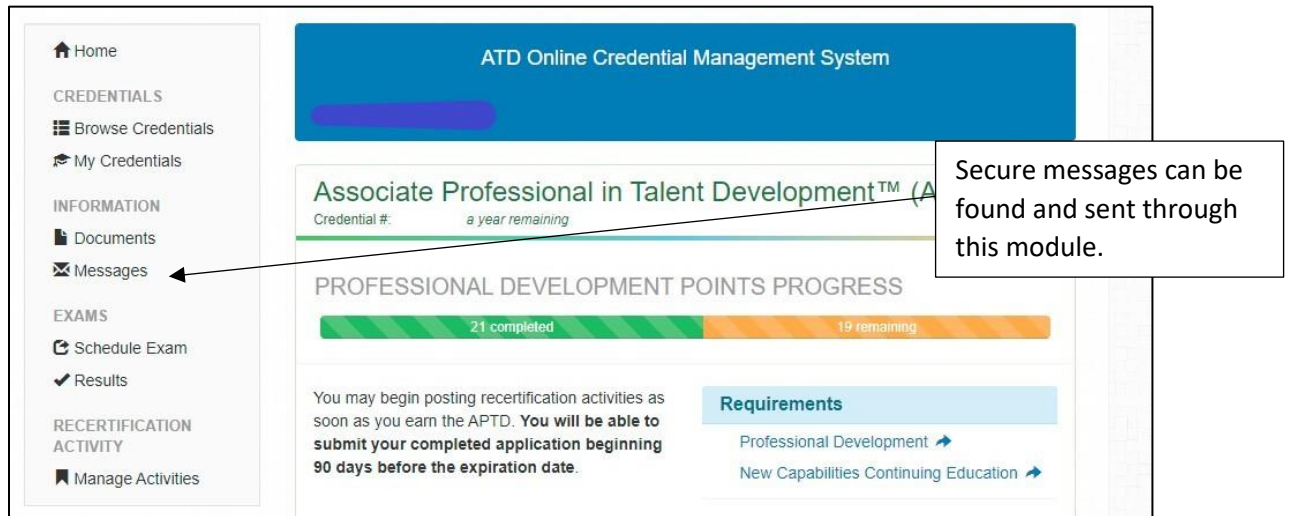
The screenshot shows a "Ready to renew?" message. At the top, it says "Certified Professional in Talent Development™ (CPTD)" and "Credential #: 2 months remaining". Below the message is a green "Submit Renewal" button. At the bottom, there is a "PROFESSIONAL DEVELOPMENT POINTS PROGRESS" bar with "60 completed" indicated.

Click submit renewal when you are ready to pay

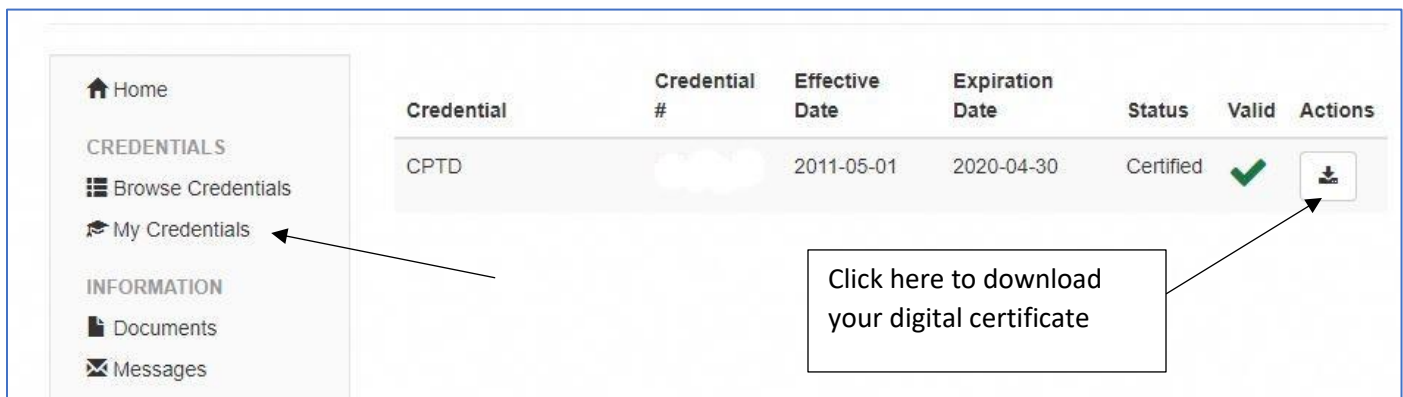
Step 8: Once you submit your renewal, you will be asked to complete demographic information and then make your payment. When you click Pay, you will be taken to the ATD payment portal.

Step 9: You will not need to add supporting documentation for your professional development activities unless you are selected for audit. You will be notified if you are selected for audit immediately after you submit your application and payment.

If you are selected for audit, you will be notified by secure message and asked to provide documentation about your activities via the secure messaging function in the portal.



Step 10: Once your renewal has been paid, you're done! Your new credential will appear under "My Credentials" with your new expiration date. You may download your digital certificate by clicking the icon under Actions.



Topics that Qualify for the New Capabilities Continuing Education Requirement

| CPTD -20 points must be focused on: | APTD -15 points must be focused on: |
|--|--|
| Communication | Communication |
| Emotional Intelligence & Decision Making | Emotional Intelligence & Decision Making |
| Collaboration & Leadership | Collaboration & Leadership |
| Compliance & Ethical Behavior | Project Management |
| Technology Application | Compliance & Ethical Behavior |
| Career & Leadership Development | Technology Application |
| Business Insight | Knowledge Management |
| Consulting & Business Partnering | Career & Leadership Development |
| Organization Development & Culture | Coaching |
| Data & Analytics | Business Insight |
| Future Readiness | Consulting & Business Partnering |
| | Organization Development & Culture |
| | Talent Strategy & Management |
| | Performance Improvement |
| | Change Management |
| | Data & Analytics |
| | Future Readiness |