

# CPTD and APTD Recertification Policies

## Table of Contents

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- Recertification Policies –After May 1, 2021 ..... 1**
  - Continuing Education.....1
  - Specific Continuing Education Requirements.....2
  - Speaking and Instructing.....3
  - On-the-Job Experience.....3
  - Research and Publishing .....4
  - Leadership and Recognition.....4
  - Professional Membership.....5
  
- Recertification Administrative Procedures ..... 6**
  - Submission Process .....6
  - Fees .....6
  - Application Audit Process .....6

# Recertification Policies –After May 1, 2021

Certified Professional in Talent Development (CPTD) and Associate Professional in Talent Development (APTD) credential holders must demonstrate continued competence in the field by providing evidence of professional development activities every three years. To maintain their designations, CPTDs must accumulate 60 recertification points and APTDs must accumulate 40 recertification points during each three-year cycle.

The goal of recertification is to ensure that those certified through the ATD Certification Institute remain current about new trends and developments in the field; therefore, all professional development activities must align with the knowledge and skills outlined in the ATD Talent Development Capability Model. Details on the model can be found here. [www.td.org/capability-model](http://www.td.org/capability-model).

For CPTD and APTD credential holders whose certification expires after May 1, 2021 recertification points may be earned in the following manner:

Categories	CPTD Points Per Three-Year Period		APTD Points Per Three-Year Period	
	Maximum	Minimum	Maximum	Minimum
	1. Continuing Education	45	20	30
2. Speaking and Instructing	20		15	
3. On-the-Job Experience	20		15	
4. Research and Publishing	20		15	
5. Leadership and Recognition	20		15	
6. Professional Membership	15		10	
<b>Total Required</b>	<b>60</b>		<b>40</b>	

## Recertification Categories

<b>Continuing Education</b>	<b>45 point max for CPTD/20 point minimum</b>
	<b>30 point maximum for APTD/15 point minimum</b>

Recertification points can be earned for education programs on talent development-related topics.

- After May 1, 2021, all CPTD and APTD credential holders must earn a minimum number of recertification credits in the Continuing Education category. CPTDs must earn at least 20 points in continuing education category and APTDs must earn at least 15 points in continuing education.
- For credential holders earning their certification based on the [ATD Talent Development Capability Model \(2019\)](#), minimum continuing education credits may be focused on any capability in the model.
- For credential holders earning their certification based on the [ATD Competency Model](#), minimum continuing education credits must be focused on the new concepts covered in the ATD Talent Development Capability Model during their first recertification cycle occurring after May 1, 2021 (see page 2 for the list of topics).
- One point is earned for each contact hour of continuing education for face-to-face and instructor-led online programs. Self-paced, on-demand courses qualify if proof of completion can be obtained.
- All educational activities must be at least 30 minutes in length to qualify.
- Recertification points are not awarded for meals, breaks, networking, registration, preparation or assignments that occur after the program has been completed.
- Recertification points are not awarded for earning another certification; however, points can be earned for educational programs undertaken to learn new talent development content related to the certification.

**Examples of Eligible Continuing Education Activities:**

- Commercially available talent development educational programs and workshops.
- Educational sessions related to the talent development industry at events such as ATD or SHRM sponsored national conferences.
- ATD CI volunteer activities, such as item writing or other with pre-assigned credits awarded.
- Undergraduate or graduate-level talent development courses at an accredited institution qualify for 15 points per credit hour.
- Reading Talent Development Book(s) published since the date of your last certification period are eligible for up to 3 points per book with a maximum of 15 points in a 3-year cycle.
  - Reading any ATD-published or non-ATD-published book on the topic of talent development
  - Books read as part of an ATD or Chapter book club qualify as continuing education regardless of publishing date if the book is new the credential holder.

<b>Documentation Requirement (In Case of Audit)</b>
<ul style="list-style-type: none"> <li>• Commercial or Industry-related courses/sessions - Letter or certificate of completion from the course sponsor verifying hours, dates and subject matter.</li> <li>• College Courses - Copy of official transcript or report card showing semester credit earned, course title, and completion date.</li> <li>• 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).</li> <li>• Books – copy of the book’s title and copyright pages as well as table of contents.</li> </ul>

**Specific Continuing Education Requirements**

CPTDs and APTDs earning their credentials [based on the ATD Competency Model](#) must focus their required continuing education in any of the specific capabilities listed below for their first recertification cycle after May 1, 2021. These hours should be documented using the New Capabilities category in the certification portal

<b>CPTD -20 points must be focused on:</b>	<b>APTD -15 points must be focused on:</b>
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

## Speaking and Instructing

20 point max for CPTD/ 15 point max for APTD

Points are awarded per hour and can be earned for the following activities:

- Speaking or instructing on talent development-related topics outside one's own role.
- Presenting at a conference on a topic aligned with the ATD Talent Development Capability Model.
- Applying your professional talent development skills in a volunteer setting by speaking or instructing on a pro bono basis.
- Points are awarded the first time the presentation is made and may not be earned for repeated presentations.
- For every hour of delivery, the individual may claim up to two hours of development time. Development time cannot exceed twice the delivery time.

### Example of Eligible Speaking and Instructing Activities

- Presenting a program on a talent development topic at a conference at the national or local level.
- Presenting at an annual meeting for a talent development professional society.
- Conducting speaking engagements or instructing private organizations (e.g.: community groups, professional business groups, a class at a university or college, or charities) on a topic that is within the realm of developing talent.
- Providing or developing training on a pro-bono basis for a non-profit group on any topic.

#### Documentation Requirement (In case of audit)

- A letter from the organization, company or educational institution verifying the speaking topic/course title, dates, hours instructed and development hours (if applicable). Or
- Course or workshop outline or description that documents the instructor's name, date and amount of time spent speaking or instructing

## On-the-Job Experience

20 point max for CPTD/ 15 point max for APTD

Recertification points are awarded for on-the-job activities that add or enhance your understanding of the talent development body of knowledge. Points can be earned for a project completed on-the-job that builds new knowledge or skills aligned with the ATD [Talent Development Capability Model](#).

### Examples of Eligible On-the-Job Experience Activities

- Developing a competency model for your organization.
- Designing a new workplace training program.
- Calculating return on investment for a new workplace training program.
- Implementing a new Learning Management System.

#### Documentation Requirement (In Case of Audit)

- A letter from the organization, company or educational institution verifying the project and hours spent developing the new project or program.

## Research and Publishing

20 point max for CPTD/ 15 point max for APTD

Points are awarded per published work as specified in the following list. Co-authors earn half points.

- Book/Thesis = **20 points**
- TD at Work (~5000 words) = **12 points**
- Book Chapter = **10 points**
- Academic or Peer-Reviewed Article (at least 2500 words) = **6 points**
- Professionally published article (i.e., TD Magazine of at least 1800 words) = **4 points**
- Blog post (600-800 words) = **2 points**
- Published job aid or performance support tool = **2 points**

### Examples of Eligible Research and Publishing Activities

- Author or co-author of a talent development-related article in a journal or magazine
- Author or co-author of a book or chapter in a talent development-related book.
- Author or co-author of a talent development-related dissertation or master's thesis.

**Ineligible activities:** Work that is part of a marketing effort rather than a teaching effort, website comments, wiki entries, and other unedited online items. Articles for internal company newsletters or self-published work do not qualify for recertification points.

#### Documentation Requirement (In Case of Audit)

- Magazine/Journal – Copy of the article and table of contents (to verify the specific issue, title and author/co-author).
- Book/Chapter in Book – Copy of the title page showing title and author and a copy of the table of contents.

## Leadership and Recognition

20 point max for CPTD/ 15 point max for APTD

Points are awarded for specific activities that support the profession through volunteerism and/or leadership.

- Leadership points are awarded for volunteer activities for talent development-related national or local associations (such as ATD and SHRM).
- Awards given to the individual for contributions to the field. Awards given to or by your employer do not qualify for recertification points.
- Leadership activities do not have a talent development link (e.g.: HOA board member) do not qualify.
- Utilizing your talent development skills for a non-profit on a pro-bono basis can be claimed under leadership and recognition if not already claimed under speaking and instructing.
- Participation in ATD sanctioned mentoring process for CPTD or APTD candidates.

Following are some examples of activities that qualify for recertification points in the Leadership and Recognition category.

Category	Examples	Points Per Year
Talent Development Officer, National	ATD Board Member ATD CI Board Member ATD Program Advisory Committee (PAC) National Advisors for Chapters (NAC) Board Member, National Organization	10
Talent Development Officer, Local	ATD Chapter President ATD Chapter Director of Certification ATD Chapter Director of Membership ATD Chapter Treasurer	7

Category	Examples	Points Per Year
Talent Development Committee Member - National	Editorial Board for talent development-related magazine	5
Talent Development Committee Member - Local	ATD Chapter Program Committee	5
Talent Development-Related Award from A National Talent Development Association	ATD CPTD Contributor Award ATD Volunteer Partnership Award	2
Talent Development-Related Award from A Local Talent Development Association	ATD Chapter Volunteer Award	1
ATD CI Team (Public Relations support)	Certification Promotional Webcast, serving as a program ambassador	As assigned
ATD-Related Support Activities	ATD Review Team Member ATD Excellence in Practice Awards	5

#### Documentation Requirement (In Case of Audit)

- Leadership - Letter from the sponsoring organization verifying participation in volunteer activity, documents providing information about the activity such as a description of the activity, identification of role/position and time appointed/served.
- Awards - Award certificate or letter of recognition from the sponsoring organization.

### Professional Membership

**15 point max for CPTD/ 10 point max for APTD**

- Points are awarded per year for active membership in a national, international, or local talent development-related professional association or society.
- Points are earned for unique and mutually exclusive experiences and not for interrelated experiences. For example, you may not earn points for being a chapter member and a chapter president for the same term.

#### Examples of Eligible Leadership and Recognition Activities

- ATD National Member = **4 CPTD points or 3 APTD points per year**
- ATD Chapter Member = **3 CPTD points or 2 APTD points per year**
- Other national or local talent development-related membership (such as SHRM) = **2 CPTD points or 1 APTD point per year**

#### Documentation Requirement (In Case of Audit)

- Proof of current membership.

# Recertification Administrative Procedures

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## Submission Process

- As of April 30, 2020, paper or emailed applications will no longer be accepted. Recertification applications must be submitted through the [ATD Certification Portal](#).
- Once your application has been submitted, you will receive an email confirming that your credential has been renewed or that your application has been selected for audit (see below for instructions if you are audited). A digital certificate can be immediately downloaded from the My Credentials tab.
- Credential holders must submit a recertification application by their expiration date or the certification will automatically be deactivated. There is a 30-day grace period after expiration when credential holders may still apply for recertification through the portal. If a valid recertification application is submitted during the grace period, the credential will be reinstated without penalty.
- Credential holders may apply for an extension if there are extenuating circumstances, such as grave illness, but approval must be obtained at least 30 days prior to the deadline by emailing [recertification@td.org](mailto:recertification@td.org).

## Fees

The CPTD recertification application fee is **\$200 dollars**. The APTD recertification application fee is **\$150 dollars**. The fee must be paid when you submit your application.

## Application Audit Process

ATD CI will randomly select 10% of recertification applications for audit after they are received. If you are selected for audit, you will receive an email immediately after you submit your application. The audit review process is as follows:

- Selected individuals will be asked to submit supporting documentation of their activities as outlined in this policy and the online portal.
- If your documentation is insufficient, an ATD CI staff will provide you with feedback through secure message and you will have an opportunity to correct and resubmit it.
- You will have two weeks to submit the documentation.
- If your documentation suffices, you will be recertified and a new certificate will be issued.