2019
Recertification Policy
APTD & CPLP Credentials

CERTIFICATION INSTITUTE
Association for
Talent Development

CPLP and APTD Recertification Policies
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Recertification Policies

Professional development is required for CPLP and APTD credential holders to remain current in the field and to enhance their continued competence. To fulfill this requirement, CPLPs must accumulate 60 CPLP recertification points and APTDs must accumulate 40 APTD recertification points during each three-year recertification period to maintain their designation.

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; therefore, all continuing education should link back to an area of expertise on the ATD Competency Model. For more information on the ATD Competency Model, please see the website www.td.org/compmodel.

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

Categories	Maximum Allowable CPLP Points Per Three-Year Period	Maximum Allowable APTD Points Per Three-Year Period
1. Continuing Education	45	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
Total Required	**60**	**40**

All CPLP and APTD recertification points must tie directly to one or more areas of The ATD Competency Model to qualify. A description of category requirements and examples of activities are outlined in the following sections of this document.

Recertification Categories

Continuing Education	**45 point max for CPLP/30 point max for APTD**

- One point is awarded for each physical hour of continuing education except where specified (see social learning and undergraduate or graduate work listing under the eligible activities section).
- Points are earned for continuing education within your current role or job that involves a new or updated talent development experience or new or updated talent development content.
- Points are accrued on an hourly basis for all educational time in talent development related continuing education events, including online training.
- Educational activities must directly contribute to the CPLP's/APTD's understanding of the talent development profession.
- All educational activities must be at least 30 minutes in length to qualify.
- Recertification points are not awarded for non-educational time incorporated in educational activities such as meals, breaks, networking, registration, preparation, and assignments.
- Recertification points are not awarded for earning another certification; however, points can be approved for official talent development-related training courses taken in the process of earning the certification.

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Example of Eligible Continuing Education Activities

- Attending commercially available talent development educational courses or talent development workshops.
- Attending educational sessions related to the talent development industry at local conferences such as ATD or SHRM chapter sponsored conferences.
- Attending talent development chapter events or other talent development industry meetings
  - *Business meetings, committee meetings, and general information meetings are **not** eligible.*
- ATD CI volunteer activities, such as item writing or other with pre-assigned credits awarded
- Attending undergraduate or graduate-level talent development courses from an accredited institution **Eligible for 15 points per credit hour**.
- Reading Talent Development Book(s) published since the date of your last certification period **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 as long as the book is new the credential holder.

Speaking and Instructing	20 point max for CPLP/ 15 point max for APTD

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

- Speaking or instructing outside one's current role. Points can be earned for presenting at a conference on talent development related topics.
- For every hour of delivery, the individual may claim up to two hours of development time. Development time cannot exceed twice the delivery time.
- Topics are not limited to talent development areas of expertise but must be within the realm of developing talent within the workplace. For example, training a team on new software or function within the workplace.
- Points are awarded the first time the presentation is made and may not be earned for repeated presentations.

Example of Eligible Speaking and Instructing Activities

- Presenting an educational activity 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.
- Leading a session or workshop on a talent development related topic.
- Presenting in a webinar or podcast.
- Applying your professional talent development skills in a volunteer setting by developing or delivering formal training on topics unrelated to talent development.
- 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. Points can be earned for speaking to a volunteer group about n
be educating the general public about the field of talent development.

On-the-Job Experience	**20 point max for CPLP/ 15 point max for APTD**

- Points are awarded per hour.
- Points can be earned for a first-time work experience if that activity adds or enhances your understanding of the talent development body of knowledge.
- Points can be earned for both development and delivery work. For example, if it requires 200 hours to develop a competency model for your organization, and three hours to present it, you would earn the maximum points allowable in this category, which is 20 points.

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.

Research and Publishing	**20 point max for CPLP/ 15 point max for APTD**

- Points are awarded per published work as specified in the following chart.
- 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 talent development-related 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.

<table>
<tr><td>**Leadership and Recognition**</td><td>**20 point max for CPLP/ 15 point max for APTD**</td></tr>
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- 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).
- Points are also earned for awards given to the individual (not to the institution or establishment).
- Recertification points are not awarded for leadership activities that have no direct talent development link (e.g.: HOA board member)
- Utilizing your talent development skills for a non-profit in a pro-bono fashion can be claimed under leadership and recognition if not already claimed under speaking and instructing.
- Participation in ATD sanctioned mentoring process for CPLP or APTD candidates.
- Following are some examples of activities that may earn recertification points in the Leadership and Recognition category.

Examples of Eligible Leadership and Recognition Activities

Category	Examples	Points[1i]
Talent Development Officer, National	ATD Board Member ATD CI Board Member National Advisors for Chapters (NAC) Board Member	10
Talent Development Officer, Local	ATD Chapter President ATD Chapter Director of Certification ATD Chapter Director of Membership ATD Chapter Treasurer Other ATD chapter officer positions as deemed appropriate	7
Talent Development Committee Member - National	ATD Conference Program Advisory Committee Editorial Board for talent development-related magazine	5
Talent Development Committee Member - Local	ATD Chapter Program Board	5
Talent Development-Related Award from A National Talent Development Association	ATD CPLP 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

[1] Per Year distribution

Professional Membership	15 point max for CPLP/ 10 point max for APTD

- Points are awarded for active membership in a national, international, or local talent development-related professional association or society.
- Points are awarded per year.
- 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 CPLP points or 3 APTD points per year**
- ATD Chapter Member = **3 CPLP points or 2 APTD points per year**
- Other national or local talent development-related membership (such as SHRM) = **2 CPLP points or 1 APTD point per year**

Recertification Administrative Procedures

Submission Instructions

1. Submit completed recertification packet, including the Recertification Application
2. Do not submit supplemental documentation unless requested (see Recertification Program Audit Process).
3. Applications may be scanned and emailed to recertification@td.org or a hard copy mailed to:

   ATD CI
   c/o Recertification
   1640 King St.
   Alexandria, VA 22314

Review Process

- Candidates **must** submit the recertification packet by the postmark deadline or the application will not be accepted.
- Your recertification packet must be submitted by the postmark deadline or certification status will be revoked. Candidates may apply for an extension if there are extenuating circumstances, such as grave illness, but extension approval must be obtained at least 30 days prior to the deadline by emailing recertification@td.org to submit a request.
- Packet will be reviewed by ATD Certification Institute (ATD CI) staff.
- If there is a problem with your recertification materials, ATD CI staff will contact you to resolve it. We suggest that you include more than the minimum required credits in the unlikely event that there are problems with activities that you have reported.
- If your application is approved, you will be recertified and a new certificate will be issued.
- Certification staff is unable to pre-approve recertification credits. If you have any doubts about program eligibility, add extra entries as a safety measure.

Fees and Deadlines

The CPLP recertification application fee is **$200 dollars**. The APTD recertification application fee is **$150 dollars**. All packets must be submitted with the application fee or the application will not be processed.

The recertification cycle begins the first day of the month after notification of your CPLP/APTD success and it is valid for three years. For example, if you were notified that you passed the SAE on March 2, 2019, then your recertification cycle begins April 1, 2019 and ends March 31, 2022.

All recertification points must be accrued within the cycle timeframe.

Credential holders may submit applications up to three months before their recertification date.

All submissions must be postmarked or emailed by the recertification deadline.

Application Audit Process

ATD CI will use both a random and targeted selection procedure when auditing recertification applications. The audit review process is as follows:

1. ATD CI staff will identify recertification applications to be audited and notify designees through email and regular mail in advance.
2. Selected individuals will be asked to submit both the recertification application and supporting documentation of their activities as outlined in the recertification application document.
3. Audited individuals must postmark their submissions by the recertification deadline.
4. If your documentation is insufficient, an ATD CI staff will provide you with feedback through email and you will have an opportunity to correct it and resubmit.
5. You will have two weeks to submit corrections after feedback has been provided.
6. If your documentation suffices, you will be recertified and a new certificate will be issued.

   Important!   **To ensure you receive all recertification information, be sure to have up-to-date contact information on your official Certification Record. To update your official record, please go to the [Certification Application System](#). Because the certification registry is a separate confidential system, changing your information on the td.org site will not result in changes being made in your official certification record.**