**Eligibility Requirements - CPLP Program**

CPLP program candidate eligibility requirements:

• Individuals must have at least five years of fulltime professional work experience in Talent Development (TD) OR

• Four years of fulltime Talent Development work experience Plus one year of college or university study in TD courses OR

• Four years of fulltime Talent Development work experience Plus a passing score in one of the ATD Masters series programs

Please complete the chart and use Appendix C of the 2018 Certification Handbook, that can be found at [www.td.org/certification/active-candidates](http://www.td.org/certification/active-candidates), to identify the specific TD areas of expertise (AOEs) and **the specific tasks** for which you had formal responsibility within each TD AOE. Additionally, please list all other non-TD tasks/responsibilities for the position(s).

NAME:

**Company 1**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Starting Date |  |
| Ending Date |  |
| Position Title |  |
| Please list all TD work tasks for which you had formal fulltime responsibility under the specific TD AOE. PLEASE IDENTIFY ALL SPECIFIC TD TASKS/RESPONSIBILITES. EX: AOE INSTRUCTIONAL DESIGN – 10% - DESIGN LEARNING COURSES TO TRAIN STAFF. Additionally, please identify all non-TD responsibilities for this position. EX: MANAGING OFFICE – 20%. And, please indicate the % of time spent on each – totaling 100%. |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| **TOTAL** | **100.0%** |

**Company 2**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Starting Date |  |
| Ending Date |  |
| Position Title |  |
| Please list all TD work tasks for which you had formal fulltime responsibility under the specific TD AOE. PLEASE IDENTIFY ALL SPECIFIC TD TASKS/RESPONSIBILITES. EX: AOE INSTRUCTIONAL DESIGN – 10% - DESIGN LEARNING COURSES TO TRAIN STAFF. Additionally, please identify all non-TD responsibilities for this position. EX: MANAGING OFFICE – 20%. And, please indicate the % of time spent on each – totaling 100%. |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| **TOTAL** | **100.0%** |

**Company 3**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Starting Date |  |
| Ending Date |  |
| Position Title |  |
| Please list all TD work tasks for which you had formal fulltime responsibility under the specific TD AOE. PLEASE IDENTIFY ALL SPECIFIC TD TASKS/RESPONSIBILITES. EX: AOE INSTRUCTIONAL DESIGN – 10% - DESIGN LEARNING COURSES TO TRAIN STAFF. Additionally, please identify all non-TD responsibilities for this position. EX: MANAGING OFFICE – 20%. And, please indicate the % of time spent on each – totaling 100%. |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| **TOTAL** | **100.0%** |

**Company 4**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Starting Date |  |
| Ending Date |  |
| Position Title |  |
| Please list all TD work tasks for which you had formal fulltime responsibility under the specific TD AOE. PLEASE IDENTIFY ALL SPECIFIC TD TASKS/RESPONSIBILITES. EX: AOE INSTRUCTIONAL DESIGN – 10% - DESIGN LEARNING COURSES TO TRAIN STAFF. Additionally, please identify all non-TD responsibilities for this position. EX: MANAGING OFFICE – 20%. And, please indicate the % of time spent on each – totaling 100%. |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| AOE Name & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| Other non-TD responsibility & % of time | Specific Task: |
| **TOTAL** | **100.0%** |

For a review of your eligibility, please provide this information to certification@td.org. **NOTE: Eligibility cannot be verified over the phone, and incomplete forms will not be reviewed.**

Should you have more than four fulltime TD positions to list, please copy the chart and provide the specified information for additional employment positions, too.

Please allow 3 – 5 business days for review and response.