Dear [FIRST NAME],

I’m writing to ask for approval to pursue the Associate Professional in Talent Development (APTD) certification. The APTD is offered by the Association for Talent Development’s (ATD) Certification Institute and is designed to serve the needs of talent development professionals with at least three years of experience in the talent development field. The APTD certification focuses on the foundational areas of talent development, as defined by the Talent Development Capability Model.

In case you are not familiar with the Association for Talent Development, ATD is the largest professional association supporting the learning profession with ~30,000 members worldwide. ATD CI is a separate certifying body that handles the testing and eligibility for those pursuing the APTD credential.

Recent APTD certificants report:

* having a better understanding of the scope of their work
* having an increased confidence in assessing and implementing training solutions
* changing how they approach work—thinking more strategically versus just getting the job done.

By pursuing this certification, I will [expand my knowledge base, increase my confidence and credibility, increase the value and proficiency that I am bringing to the organization, and have increased impact on organizational outcomes]. In particular, I’d like to apply the knowledge and skills that I build toward finding solutions for:

* [add project name or initiative]
* [add project name or initiative]
* [add project name or initiative]

The costs associated with the program are as follows:

Talent Development Body of Knowledge: $

APTD Preparation Course: $

APTD Exam Registration Fee: $

Total: $

In closing, I am confident that earning the APTD credential will provide value to our organization. I’d be happy to produce an executive summary of the major takeaways in order to maximize the investment going through the program, at your request.

Thank you for considering this request. Please let me know what questions I can answer, and I look forward to your reply.

Regards,