2020 Recertification FAQs APTD & CPTD Credentials

CERTIFICATION INSTITUTE
Association for Talent Development

CPTD and APTD Recertification FAQs
Updated July 2020

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General Program Questions

Purpose of Recertification

Why do I need to recertify?

Recertification verifies that individuals who hold the credential are keeping their knowledge of the talent development field up to date. The intent is to encourage CPTDs and APTDs to continue to learn, develop, and grow in the profession.

Important Dates

When is my recertification application due?

Certification expiration dates can be found in the new certification portal. Credential holders can login to the new certification portal here using their td.org user name and password which should take them to a personalized home page in the certification portal. The expiration date can be found by clicking on "My Credentials". A digital certificate can also be downloaded by clicking on the icon in the Actions column as shown below.

Credential	Credential #	Effective Date	Expiration Date	Status	Valid	Actions
CPTD		2011-05-01	2020-04-30	Certified	✔	⬇

Click here to download a digital certificate

How will I be notified that it's time to recertify?

Reminder emails are sent 90 days before the certification expires so that credential holders are aware of the upcoming deadline. Certicants should check the certification portal to ensure that their most current email address is on file in the certification portal.

Official Policies

Where can I find the recertification application and official policies?

The recertification policies can be downloaded from the ATD website here. There are two policies, one for those recertifyng between now and April 30, 2021 and those recertifying after May 1, 2021. Check your expiration date before downloading the appropriate policy.

Who should I contact if I have questions?

Please contact the CI Team at recertification@td.org or call 703-683-7266.

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Recertification Points and Categories

How do I earn recertification points?

Each credential holder must obtain a minimum of 60 CPTD recertification points or 40 APTD recertification points in each three-year cycle to maintain the credential. Recertification points can be earned through professional development activities linked to the ATD Talent Development Capability Model (www.td.org/capability-model). Points can be earned in six different categories as shown below.The specific guidelines for each category can be found in the recertification policies that can be downloaded from the ATD website here.

Category	Max CPTD Points per Three-Year Cycle	Max APTD Points per Three-Year Cycle	How Points Are Calculated
Continuing Education	45	30	One point is awarded for each physical hour of continuing education in talent development content.
Speaking and Instructing	20	15	Recertification points are awarded per hour for talent development-related content and points may also be earned for development work.
On-the-Job Experience	20	15	Recertification points are awarded per hour for talent development related projects
Research and Publishing	20	15	Recertification points are awarded per researched published work with talent development researched content only.
Leadership and Recognition	20	15	Point values are preset for different roles within talent development organizations only.
Professional Membership	15	10	Point values are preset for different talent development membership organizations.

Submission of Recertification Application

How do I submit my application?

You may enter professional development activities through the new certification portal at any time during your recertification cycle. Step by step instructions for how to use the recertification module in the new portal can be downloaded from the ATD website here. Once you have completed the required number of points, the progress bar on your home page will turn green. However, your renewal application cannot be submitted until 3 months before your expiration date.You will receive a reminder email 90 days before your expiration date, at which time you may submit your application and pay the renewal fee through the td.org payment portal. If you wish to pay by check or wire transfer, please contact the ATD CI team at recertification@td.org for instructions.

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How can I be sure that my recertification packet will be accepted?

Only submit talent development activities that can be linked to the ATD Capability Model, provide complete and accurate information for each activity, be sure the activity meets the eligibility requirements as laid out in the recertification policies and was completed during the current recertification cycle. Credential holders are encouraged to accrue and submit a bit more than the minimum number points during each recertification cycle as a buffer.

Changes to Recertification due to the new Capability Model

I was a CPLP who became a CPTD in April 2020. What do I need to do to recertify under the new Capability Model?

Certificants who earned the CPLP under the 2013 (or earlier) competency model framework will need to accrue 20 hours of focused continuing education on capabilities covered in the new model that were not included in the earlier model. Those recertifying through April 30, 2021, do not have to fulfill the focused continuing education requirement during their current recertification cycle but will have to meet the requirement during their subsequent renewal. Everyone recertifying after May 1, 2021, will need to fulfill the focused continuing education requirement. More specifics about this requirement are included in the policies that can be be downloaded from the ATD website here.

I am an APTD who tested under the 2013 competency model. Do I need to do anything special when I recertify?

APTDs who were tested on content in the 2013 competency model will need to accrue 15 hours of focused continuing education about capabilities not tested on the earlier exam. More specifics about this requirement are included in the policies that can be be downloaded from the ATD website here.

Lapses in Certification

Can I let my certification lapse and then renew it at a future date?

Credential holders who do not recertify by their expiration dates are officially deactivated. However, certificants are given a 30-day grace period after expiration during which they may submit a recertifiation application and be reinstated without penalty. After the 30-day grace period, credential holders are automatically decertified. At that point, to become recertified, former credential holders must start the certification process as new candidates. Credential holders facing mitigating circumstances impacting their ability to complete a renewal application may apply for an extension by emailing recertification@td.org before their expiration date.

Certificates Showing New Dates

Will I receive a new certificate when I recertify?

Credential holders who successfully complete the recertification requirements will be issued a new certificate with their new certification dates within six months of recertification. A digital certificate can also be downloaded online from the "My Credentials" page in the certification portal (see page 2).

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Application Review

Documentation of Professional Development Activities

Do I need to submit supporting documentation with my application?

Supporting documentation for professional development activities is not required **unless** applicants are selected for audit.

How will I know if I have been selected for audit?

A small percentage of certificants are randomly selected for audit during each certification cycle. Audited certificants will be required to submit documentation demonstrating both the content and duration of all activities. Auditees will receive an email that they have been selected for audit immediately after they submit their renewal application. At that time, further instructions will be provided via the secure messaging feature in the certification portal regarding the submission of supporting documentation. Examples of the type of documentation required are described in the certification portal. If appropriate documentation cannot be provided, the applicant will have an opportunity to list alternate activities for which documentation is available. If documentation cannot be provided within14 days, the credential holder will be decertified.

I am being audited, but I did not retain documentation for some of my activities. Can I still receive points for them?

Audited applicants must submit supporting documentation for all activities listed on their recertification application in order to receive credit. Points will not be granted for undocumented activities. A list of appropriate supporting documentation for each recertification category is included in the certification portal and described in the recertification policies.

I have not been selected for audit, should I keep recertification activity documentation?

ATD CI may request documentation for any activity listed on any certificant's recertification application. Credential holders are required to retain documentation of all activities until you receive notice from ATD CI that recertification has been granted.

Missing Documentation

I have not been retaining documentation of my recertification activities. What can I do?

Credential holders are required to obtain and retain documentation for each recertification activity on an ongoing basis in case of audit. Please note that ATD CI recertification policies allow for a wide range of documentation types, providing that each activity's date, content, and duration are noted. For example, a letter from a former company's HR department or a performance appraisal listing may be acceptable if it provides the necessary details such as activity duration and content.

Carrying Over of Points

Can I carry over extra points from one recertification cycle to the next?

Points may not be carried over from one recertification cycle to the next. Points must be earned within the specific three-year certification cycle.

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Early Credit Evaluation

Can I receive a rough evaluation of credit in advance of my recertification deadline?

Although ATD CI does not offer pre-submission application evaluations, renewal applications may be submitted up to 3 months before expiration. Credential holders are encouraged to submit their application early in case of audit or an activity does not meet the requirements. Plan ahead and submit early to give adequate time for the situation to be rectified.

Preapproval of Recertification Points

Does ATD CI preapprove particular classes or activities for recertification points?

Education providers who are preapproved for recertification points can be found here. All ATD education courses and conferences are approved for recertification. For education programs, the pre-approved number of points is indicated on the course description. For conferences, points equal the number of hours spent in instructional time, but breaks and networking are not counted. A list of sessions attended at conferences should be provided with your application to ensure that the topics link to the ATD Capability Model.

Research and Publishing

Point Values for Research & Publishing

How are points awarded for research & publishing?

Recertification points are awarded per published book, thesis, chapter or article on talent development content only. Points are not granted for editing the work of others. Materials produced to advertise or market a product or service are ineligible. For specific point assignments see the Recertification Policies that can be found here.

Informal Publishing Exclusion

How does ATD CI define informal publishing?

Informal publishing is considered by ATD CI to be publishing that is not reviewed by professional editorial staff or is part of a marketing effort. Website comments, informal blog and wiki entries, and other unedited online items are considered to be informal and thus ineligible for recertification points.

Continuing Education

Employer-Sponsored Activities

Does ATD CI have special standards for determining the eligibility of training provided in-house by an employer?

All continuing education activities must be related to areas of expertise in the ATD Capability Model. The events must also have educational value and include new content for the credential holder. For each educational presentation or course that you've attended, no matter the format, please retain documentation showing the amount of time spent actually learning. Breaks, off-topic discussions, meals and networking are excluded.

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Can I earn recertification points by attending classes held internally at my company?

Recertification points will likely be accepted, if the class content:
- is focused on talent development content included in The ATD Capability Model
- complies with other pertinent recertification policies.

Can I earn recertification points by presenting to others at my company?

Recertification points will likely be accepted, if the presentation content:
- is focused on talent development content included in The ATD Capability Model
- complies with other pertinent recertification policies.

Online Learning

Do webcasts count toward recertification?

Recertification points will likely be accepted, if webcasts are focused on topics included in the ATD Talent Development Capability Model and have been presented during your recertification cycle.

Do online classes count toward recertification?

Recertification points will likely be accepted if online classes are related to the areas of expertise in the ATD Capabilty Model and comply with ATD recertification policies.

Subject-Matter Specific Training

Can I earn points for attending classes on subject-matter-specific training techniques?
(For example, A talent development professional in the medical field might attend a train-the-trainer class on how to perform CPR.)

Yes. As long as the content is new to you and teaches training techniques geared to adult learners, subject matter specific train-the-trainer classes can be counted under the Continuing Education category.

Inexpensive Continuing Ed Activities

Are there low-cost activities for earning points in the Continuing Education category?

Using ATD sources as an example, ATD webcasts are free to all during the first 30 days after they have aired and always free to ATD members. These webcasts usually relate directly to the ATD Capability Model areas of expertise and typically qualify for recertification points at 1 point per webcast. The webcasts must occur during your recertification cycle in order to qualify. Reading talent development-related books that were published during your recertification cycle may also qualify for 3 points per book for up to 15 points per cycle. ATD members receive two free e-books per year which can help cut your costs. Local ATD chapters also offer programming at a variety of price points.

Chapter Board Meetings

Do chapter board business meetings (without learning content) count for points?

Unless there is actual learning time, you would not receive points. However, you do receive seven points per year under the Leadership and Recognition category for your service on the chapter board.

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Speaking and Instructing

Teaching Online

How are points awarded for classes that I teach online?

Teaching an online or audio-only course with talent development content falls under the Speaking and Instructing category. When calculating points, please use the standard formula described in the recertification policies.

On-the-Job Experience

Development-Only Projects

Does ATD CI award points for projects that do not include training delivery?

Projects that are talent-development related, such as implementing a LMS or developing a competency model, may be listed under the "On-the-Job" category. In this category, points are calculated at the rate of one point per hour of work, up to the maximum 20 points allowable per three-year cycle. For more information, please view the recertification policies.

Emeritus Status / Retired Credential Holders

Is there an emeritus status for retired credential holders? Can a semi-retired person feasibly maintain the credential?

Although ATD Certification Institute does not have a special program for retired CPTDs/APTDs, we believe that the point minimum for recertification can be achieved by semi-retired certificants. There are a variety of ways to earn credits. One example is outlined below for illustrative purposes.

Category and Max Points	Sample Activities	Category Pt Total
Continuing Education (45 points max per 3 year cycle)	• Attended a local college class on one of the talent development areas of expertise = 3 credit hours x 15 pts per credit hour = 45 pts	45
Speaking and Instructing (20 points max per 3 year cycle)	• Presentation to community group on talent development content = 2 hours delivery + 4 hours development = 6 pts	6
Leadership and Recognition (20 points max per 3 year cycle)	• ATD Volunteer Work reviewing BEST award applications = 5 points	5
Professional Membership (15 points max per 3 year cycle)	• ATD National membership (senior rate) = 4 points x 1 years	4
Total Points (must be 60+ to recertify)		**60**