

# CPLP and APTD Recertification FAQ

Updated May 2018

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## General Program Questions

### Intent 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.

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### What is the intent of recertification?

The intent is to encourage CPLPs and APTDs to continue to learn, develop, and grow in the profession.

### Important Dates

#### When is my recertification application due?

Please use the chart below as a guide. You may only accrue recertification points during the three-year window. Your recertification application and payment must be postmarked on or before the application and fee deadline listed below. Submissions will not be accepted before the early submission date listed below.

Certification Date	Accrual Window	Application and Payment Due	Earliest Date Applications Allowed	Global Mindset Open-Book Assessment Required?
4/1/2015	4/1/2015 -3/31/2018	4/30/2018	12/31/2017	Yes
5/1/2015	5/1/2015 - 4/30/2018	5/31/2018	1/31/2018	Yes
11/1/2015	11/1/2015 - 10/31/2018	11/30/2018	7/31/2018	Yes
12/1/2015	12/1/2015-11/30/2018	12/31/2018	8/31/2018	Yes
5/1/2016	5/1/2016 - 4/30/2019	4/30/2019*	1/31/2019	Yes
11/1/2016	11/1/2016-10/31/2019	10/31/2019*	7/31/2019	No
3/1/2017	3/1/2017-2/28/2020	2/28/2020*	11/30/2019	No
6/1/2017	6/1/2017-5/31/2020	5/31/2020*	2/28/2020	No
9/1/2017	9/1/2017-8/31/2020	8/31/2020*	5/31/2020	No
12/1/2017	12/1/2017-11/30/2020	11/30/2020*	8/31/2020	No
4/1/2018	4/1/2018-3/31/2021	3/31/2021*	12/31/2020	No
5/1/2018	5/1/2018-4/30/2021	4/30/2021*	1/31/2021	No

*\* Beginning in 2019, recertification packets must be postmarked by the last day of the three-year certification cycle.*

*Updated April 2018*

### Notification

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

Reminder emails will be sent to ensure that everyone is aware of the deadlines, policies, and procedures for recertification. Please keep your email address up to date. It is the candidate's responsibility to submit the recertification packet on time, regardless of whether or not reminder emails are received.

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### Official Policies

#### Where can I find the recertification application and official policies?

Related documents can be found <https://www.td.org/ci-recertification>. Policies and processes are explained in related documents on this site, too.

### Point Categories & Maximums

#### How do I earn recertification points?

Each credential holder must obtain a minimum of 60 CPLP recertification points or 40 APTD recertification points in each three-year cycle to maintain the credential. All recertification points must be earned through talent development activities and through talent development content only. ATD CI recommends that designees earn and submit more than the minimum recertification points to have a buffer of eligible activities.

Category	Max CPLP Points per Three-Year Cycle	Max APTD Points per Three-Year Cycle	How Points Are Calculated	Examples of Documentation to Retain in Case of Audit
Continuing Education	30	20	One point is awarded for each physical hour of continuing education in talent development content.	Detailed course agenda; program booklet; certificate of completion; graded assignments
Speaking and Instructing	20	15	Recertification points are awarded per hour for talent development content only. Points can also be earned for development work.	Presentation program; presentation handouts; promotional announcements
On-the-Job Experience	20	15	Recertification points are awarded per hour for talent development activities only.	Copy of the final product, documentation showing process
Research and Publishing	20	15	Recertification points are awarded per researched published work with talent development researched content only.	Copy of book or article
Leadership and Recognition	15	10	Point values are preset for different roles within talent development organizations only.	Copy of award; screenshot of chapter website showing role; board/committee roster
Professional Membership	15	10	Point values are preset for different talent development membership organizations.	Copy of membership card

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### How to Submit

#### **How do I submit my application?**

Please mail your recertification packet to:

ATD Certification institute c/o Recertification 1640 King St Alexandria, VA 22314 USA
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Your packet must contain your Recertification Application and Tracking Worksheet, your completed Open-Book Assessment (if applicable), and the recertification fee payment of \$200 for CPLPs or \$150 for APTDs.

If you have not been selected for audit and plan to pay the recertification fee using a credit card, we encourage you to email your application to [recertification@td.org](mailto:recertification@td.org).

#### **Who should I contact if I have questions?**

Please contact Virginia Sawall at [recertification@td.org](mailto:recertification@td.org) or (703)838-5842. *Revised November 2015.*

### Preapproval

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

Please see <https://www.td.org/atd-certification-pre-approval> for a list of preapproved activities. We suggest that individuals submit more than the minimum recertification points in the unlikely event that there is a shortfall.

### Lapses in Certification

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

No, designees that do not recertify by their recertification deadlines will become inactive. These individuals would need to restart the credentialing process as new candidates (apply, register by remitting the registration fee, and pass the required exam(s) to earn the credential.

### Online Recertification System

#### **Can the recertification application be completed online?**

At this time, ATD CI does not have an online recertification system. However, if you have not been selected for audit, and plan to pay using a credit card, you are welcome to email your completed recertification packet to [recertification@td.org](mailto:recertification@td.org). Your packet must include your Recertification Application and Tracking Worksheet, your completed Open-Book Assessment (if applicable), and your recertification fee payment.

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### 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 within four months of their renewal deadline.

### Emeritus Status / Retired CPLPs

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

Although ATD Certification Institute does not have a special program for retired CPLPs/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 (30 points max per 3 year cycle)	<ul style="list-style-type: none"> <li>Attended a local college class on one of the talent development areas of expertise = 3 credit hours x 5 pts per credit hour = 15 pts</li> <li>Attended ATD Webinar = 1 hour x 1 pt per hour = 1pt</li> </ul>	16
Speaking and Instructing (20 points max per 3 year cycle)	<ul style="list-style-type: none"> <li>Local chapter presentation on talent development content = 2 hours delivery + 2 hours development = 4 pts</li> <li>Presentation to community group on talent development content = 3 hours delivery + 3 hours development = 6 pts</li> </ul>	10
On-the-Job Experience (20 points max per 3 year cycle)	<ul style="list-style-type: none"> <li>Developed competency model for client = 20 hours = 20 points</li> </ul>	20
Leadership and Recognition (15 points max per 3 year cycle- up to 30 points for CPLP-related activities)	<ul style="list-style-type: none"> <li>CPLP development volunteer work (reimbursed travel required) = 15 points</li> </ul>	15
Professional Membership (15 points max per 3 year cycle)	<ul style="list-style-type: none"> <li>ATD National membership (senior rate) = 4 points x 3 years</li> </ul>	12
<b>Total Points (must be 60+ to recertify)</b>		<b>73</b>

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### Submission Review

#### Documentation for Non-Audited Submissions

##### **Do I need to submit supporting documentation with my application?**

Please submit your completed application only. You are required to submit supporting documentation **only** if ATD CI selects you as a candidate for an audit. All credential holders who are selected for audit will be contacted directly about five months prior to the recertification deadline.

However, if there are questions or concerns about any of the activities that you report on your Recertification Application, ATD CI will contact you to request documentation of those activities. If documentation cannot be provided, the activities will not be considered for points. And, if the activity is not eligible for points, after review of the documentation, points will not be awarded.

#### Carrying Over of Points

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

It is not permissible to carry over points across recertification cycles. Points must be earned within the specific three-year certification cycle.

#### Recertification Packet Review Process

##### **How are Recertification Applications and Open-Book Assessments reviewed?**

Each application will be reviewed to ensure that complete and accurate information is provided for each activity, each activity was completed during the three-year cycle, each activity meets the eligibility requirements, and specified maximums per category are not exceeded.

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

Be sure to include your completed Recertification Application and Tracking Worksheet and your completed Open-Book Assessment. Candidates are encouraged to accrue and submit more than the minimum points during each recertification cycle (as a buffer) and to submit only talent development activities with content that is included within The ATD Competency Model (areas of expertise). And, if you do not successfully complete the Open-Book Assessment, a retest will be provided to you. Both the required number of recertification points and a passing score on the Open-Book Assessment must be obtained to be recertified. *Updated November 2015*

#### 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. **If you are not currently keeping up-to-date documentation of your activities, please start immediately!** You cannot receive credit for any activities for which you cannot produce documentation.

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 your

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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.

### 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, we do permit the submission of recertification packets several months early. As applications are processed on a rolling basis, submitters will be contacted by email if there is an issue with their submission (incorrect math, not enough points approved, and so on) so that documentation can be obtained of the questioned activity or activities. We will then work with the submitter to add forgotten activities, correct calculation errors on the reporting form, or explain why activities are not approved for recertification points. In all cases, an acceptable application and payment must be received by the submission deadline.

### **Audit Processing**

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

A small percentage of certificants (less than 10 percent) will be randomly selected for audit before their recertification application due date. These credential holders will receive a letter as well as an email informing them of the audit at least three months before their Recertification submission deadline. Audited certificants will be required to submit documentation demonstrating both the content and duration of all activities listed on the recertification application **by the standard recertification dates**. Suggested documentation can be found in the Recertification Application and Tracking Worksheet.

#### **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. An illustrative list of what might qualify as documentation for each recertification category is included in the Recertification Application and Tracking Worksheet.

#### **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. CPLPs are required to retain documentation of all activities until you receive notice from ATD CI that recertification has been granted.

### **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 and Procedures document.

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### 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 (rather than teaching) effort. Website comments, informal blog and wiki entries, and other unedited online items are considered to be informal and thus ineligible for recertification points.

### Editing/Review of Publications

#### **Will I receive recertification points for reviewing a TD at Work?**

Unfortunately, TD at Work review does not qualify for recertification points. ATD CI's recertification policies stipulate that in order to receive credit for research & publishing, a credential holder must be the author of the publication. The leadership & recognition category includes specified point values for some ATD CI-related review activities, but these are only applicable to predetermined volunteer activities organized by ATD CI.

## 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 have talent development content only. 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. This would exclude breaks, off-topic discussions, meals, networking, and icebreakers. Examples of suitable documentation would include detailed presentation agendas, slides, and speaker handouts. Please note that informal discussions of talent development topics as they relate to a particular project or client do not count toward recertification. Also, no "double dipping" is permitted. If an activity is counted under the Continuing Education category, it may not also be counted under the On-the-Job category.

#### **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 only (included in The ATD Competency Model)
- complies with 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 only (included in The ATD Competency Model)
- complies with recertification policies.



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### Online Learning

#### **Do webcasts count toward recertification?**

Recertification points will likely be accepted, if webcasts:

- are focused on talent development content only (included in The ATD Competency Model)
- comply with recertification policies.

#### **Do online classes count toward recertification?**

Recertification points will likely be accepted, if online classes:

- focused on talent development content only (included in The ATD Competency Model)
- comply with recertification policies.

#### **How can I document ATD webcasts or other online courses?**

ATD CI recertification policies allow for a wide range of documentation types, providing that each activity's date, content, and duration are noted. A receipt of purchase, registration email confirmation, electronic or hardcopy of slides from the presentation, or screenshots of the presentation are some examples of documentation that would be accepted.

### 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 typically free to ATD members, with the exception of certain career-advice webcasts. These webcasts usually relate directly to the areas of expertise and are likely to qualify for recertification points. Also, local ATD chapters often offer educational sessions at a range of price points. Other non-ATD sources may be considered as well as long as the content is talent development content.

### 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:

*“For every hour of delivery, the individual receives an hour of development time. For example, if an individual presents for an hour and spends two hours in development, the individual receives a total of 2 points. Points are awarded the first time the presentation is made and may not earn additional points for repeated presentations.”*

Please note that you should count only the time during which you are actually presenting towards recertification. In other words, please exclude any breaks or other class time.

### On-the-Job Experience

#### Development-Only Projects

##### **Does ATD CI award points for projects that involve only training development (not delivery)?**

Projects that involve training development but not delivery may be listed under the “On-the-Job” category. Community volunteer activities can also be counted in this area. 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 online.

#### LMS Implementation

##### **Can I earn points for implementing a learning management system (LMS)?**

Often this activity is eligible for recertification. Implementing an LMS can count for points under the On-the-Job Experience category. Points are earned at the rate of one per hour up to the maximum 20 points per recertification cycle.

#### Managing ATD Project

##### **Can I receive points under the On-the-Job category for managing a project?**

While project management is a crucial business skill, it would not count for points unless the project directly relates to the talent development field. In order to qualify, your activity would need to directly relate to The ATD Competency Model.

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### Global Mindset Open-Book Assessment

#### Submitting the Global Mindset Assessment

##### **What are the requirements for recertification with regards to the global component?**

For any CPLP credential holder certified on or before May 1, 2016, an Open-Book Assessment on the global mindset foundational competency must be submitted at the time of recertification. When recertifying, in addition to the recertification Tracking Worksheet with the required 60 recertification credits, credential holders will submit the recertification fee payment and the completed assessment.

##### **Do I need to schedule an appointment at a test center?**

No. The assessment will be open-book and provided by ATD at no additional cost beginning in the fourth quarter of 2015.

##### **How and when do I send in the assessment?**

The assessment must be submitted with your Recertification Application and payment by the established deadlines. You may complete the assessment in advance and include it with your recertification activities documentation for later submission as you would for all recertification activities.

##### **May I submit my recertification packet with the completed Open-Book Assessment early?**

You may send in your recertification packet up to three months prior to your recertification deadline with your Recertification Application, completed Open-Book Assessment, and recertification fee.

##### **What if I do not pass the assessment?**

If you submit the assessment and do not pass, you will be notified and given a retest assessment. You will have multiple attempts to pass at no additional cost. However, you will not be recertified until you successfully complete the Open-Book Assessment and earn the required 60 recertification points.

##### **Am I required to buy the global mindset chapter of the ATD Learning System to pass the assessment?**

No, you do not need to purchase this chapter. However, you will need it to take the assessment. Therefore, all CPLP credential holders will receive this chapter from ATD at no fee in December 2015.

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### **If I choose not to complete the assessment can I still recertify for the CPLP credential?**

No. If you do not successfully complete the assessment, your CPLP credential will expire. This is designed to protect the integrity of the CPLP credential for all who hold it.

### **I don't travel. Why do I need the global component?**

Organizations are becoming increasingly more diverse and many are becoming multinational. The current business environment is becoming more global. We don't need to go anywhere to experience this; we encounter globalization on a regular basis, even without leaving our own office. To reflect this increased globalization, talent development professionals need these competencies and also have a responsibility to model the change.

### **What is the fee for the assessment?**

There is no additional fee. The assessment fee is included with the \$200 recertification fee.