



2019 Associate Professional in Talent Development (APTD) Certification Handbook

ASSOCIATE PROFESSIONAL IN TALENT DEVELOPMENT

ATD CERTIFICATION
INSTITUTE

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PREFACE

The APTD Certification Handbook is the primary information source for the APTD program and provides individuals with everything they need to know to understand, participate in, and complete the APTD certification process. It is a must read for APTD applicants and candidates. Candidates must comply with all policies, procedures, and deadlines in this manual.

The ATD Certification Institute (ATD CI) reserves the right to change the standards, application, and requirements for the APTD certification and recertification processes as necessary. It is important that candidates refer to the Certification Handbook often to check for updates to ensure they have the most current information.

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INTRODUCTION

The ATD Certification Institute

The ATD Certification Institute (ATD CI) is an independent organization created by the Association for Talent Development (ATD) in 2001. ATD CI's mission is to set industry standards for the talent development profession, provide an independent validation of those standards, and confer credentials. ATD CI's vision is to provide internationally recognized credentials for the talent development community to make the world work better.

The ATD Competency Model™

The ATD Competency Model defines the talent development field. It also answers the question, “What do talent development professionals need to know and do to be successful?” The ATD Competency Model is composed of 10 areas of expertise (AOEs)—the functional and technical areas specific to talent development—and six foundational competencies, which are the general skills required for many professions. For more details, go to www.td.org/compmodel.

What Is APTD®?

The Associate Professional in Talent Development (APTD) is a certification for talent development professionals offered by ATD CI. Earning and maintaining the APTD credential requires meeting eligibility criteria, passing a multiple-choice exam, and recertifying every three years. The certification exam covers three primary AOEs as defined by the ATD Competency Model: instructional design, training delivery, and learning technologies. Evaluating learning impact and global mindset are also tested. Individuals who pass the exam earn the right to display the APTD designation after their names.

Who Should Pursue the APTD Certification?

The APTD credential is designed for talent development professionals who are newer to the field or for those who are focused on instructional design, training delivery, or learning technologies. The certification validates that individuals have a solid understanding of core instructional design, training delivery, and learning technology practices and can apply these areas with a global mindset.

What Are the Eligibility Requirements?

To be eligible for the APTD program, candidates must have one of the following:

- At least three years of work experience in the talent development field or related discipline. Related disciplines include human resources, higher education, or similar OR
- At least two years of work experience in the talent development field or related discipline PLUS one year of college/university study in talent development or related discipline OR
- At least two years of work experience in the talent development field or related discipline PLUS successful completion of the ATD Master Instructional Designer or the ATD Master Trainer program.

Talent Development Experience

Talent development work experience must be in the areas of instructional design, training delivery, or learning technology. Candidates must have devoted at least 50% of their time in those areas of talent development to be eligible to take the exam.

Test-Out Options

Due to the strength and rigor of the ATD Masters series, candidates who have successfully completed an ATD Master Instructional Designer or Master Trainer will be able to test-out of that portion of the exam. Only one portion of the exam may be deemed exempt. Candidates having both ATD Master designations will need to choose which section they wish to omit. The cost of the exam will remain the same for full-test candidates and test-out candidates and the resulting certification will be equivalent.

The APTD Exam

- The APTD exam is designed to measure a candidate's understanding of several core areas: instructional design, training delivery, and learning technologies plus evaluating learning impact and global mindset.
- The full exam contains 115 multiple-choice questions.
- Candidates taking the full exam will have 120 minutes (2 hours) to complete it.
- Candidates who choose to test-out will only be tested on the AOE's not covered in their ATD Master designation. The test out exam will contain 72 multiple-choice questions and candidates will have 90 minutes to complete it. The contents of the test-out exams are as follows:
 - **Master Instructional Designer Test-out Exam Contents-** Training delivery and learning technologies plus evaluating learning impact and global mindset.
 - **Master Trainer Test-out Exam Contents-** Instructional design and learning technologies plus evaluating learning impact and global mindset.

Questions on all versions of the exam are of the following type and format:

- **Multiple-choice format:** a question and four response options with one correct answer.
- **Scenario-based format:** multiple-choice questions related to a short scenario.

The following table shows the relative weights of topics on the full exam by AOE:

Area of Expertise (AOE)	Exam Weight (%)
Instructional Design	37%
Training Delivery	37%
Learning Technologies	26%

Note that items pertaining to evaluating learning impact and global mindset are embedded within the three primary AOE's. Because these items are embedded, these areas are not scored separately.

2019 Testing Dates

Registration Opens	Registration Deadline*	Exam Window	Scores
October 1, 2018	January 9, 2019	February 6-27	Immediate
October 1, 2018	February 27, 2019	April 3-24	Immediate
October 1, 2018	April 24, 2019	June 5-26	Immediate
October 1, 2018	July 31, 2019	September 4-25	Immediate
October 1, 2018	Nov 29, 2019	November 6-December 20	Immediate

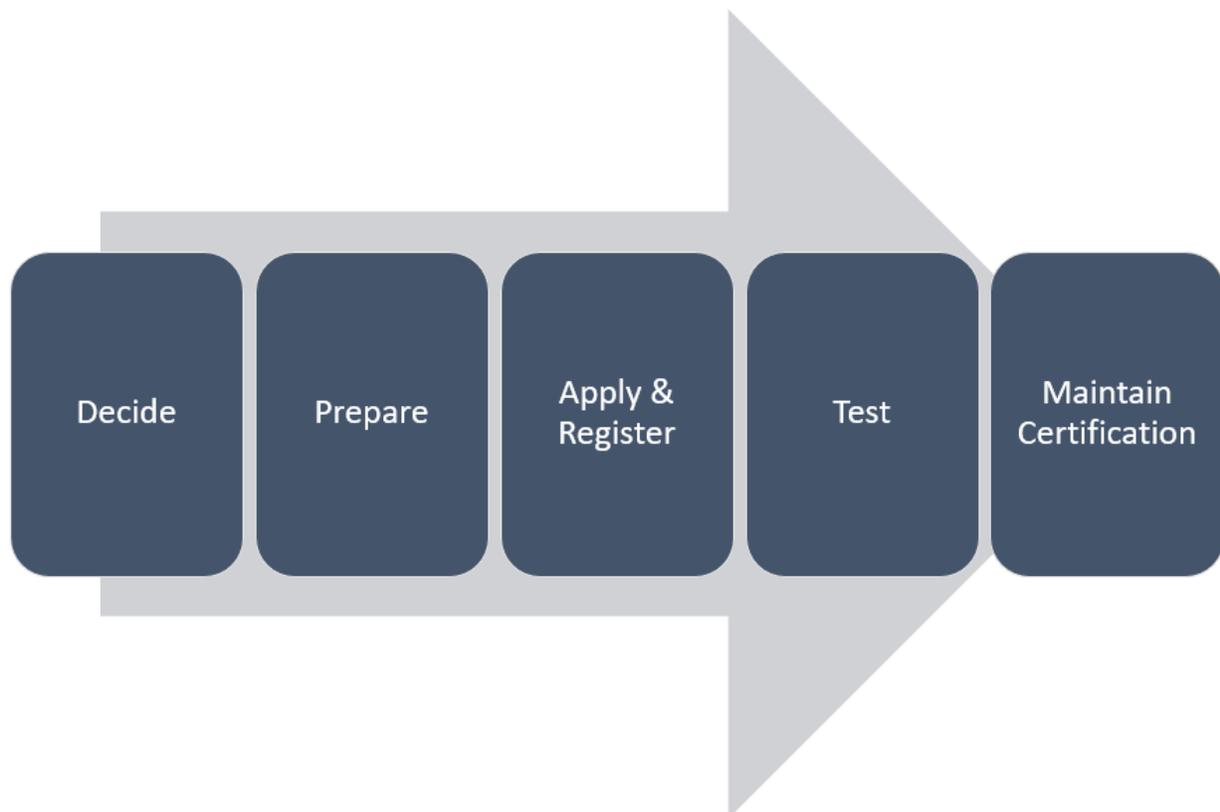
*All ADA Special Accommodations Forms and documentation must be received before beginning the APTD application process and at least 10 weeks before your selected testing window to arrange the necessary and available accommodations with the testing vendor.

2019 APTD Certification Program Fees

Fee Type	Amount	Details
<p>2019 Registration (nontransferable and withdrawal deadlines are imposed)</p> <p>Once paid, candidacy for the APTD program is for one year. Expired candidates will need to reapply and remit full payment.</p>	<p>US\$400 ATD Member</p> <p>US\$600 Non-member</p>	<p>Fees include:</p> <ul style="list-style-type: none"> • testing seat for the APTD exam during the registered window, • exam score report, • APTD certificate once certification is achieved. <p>Fees do not include:</p> <ul style="list-style-type: none"> • study group support, preparatory classes, or APTD Learning System; • traveling expenses to and from testing centers; • retest, transfer, and appointment reschedule/cancellation fees. <p>Candidates must register for a specific exam window at the time of registration. If the candidate chooses to transfer to a later testing window, a transfer fee will apply.</p>
Late Rescheduling or Missed Appointment	US\$100	Applies when a candidate reschedules or cancels an exam with less than 72 hours notice and for all no-show appointments. Paid directly to ATD CI. If rescheduling, the new test appointment must be within the same testing window or it will be canceled. Rescheduling requests are subject to availability.
Transfer	US\$200	Applies to transfers to another window. This fee is nontransferable and nonrefundable.
Retest	US\$200	Applies to retakes. This fee is nontransferable and nonrefundable.
Withdrawal Fee	US\$100	Fee applies to receive full registration fee refund upon withdrawal from the program. Candidates must contact ATD CI AND remit the \$100 withdrawal fee on or before the last day of their initial APTD Exam registration window. Requests after the registration deadline will not be granted, regardless of the reason for missing the withdrawal deadline.
Special Accommodation	No Fee	No fee provided the ADA requirements in this document are followed.
Recertification	US\$150	Applies to recertification application processing and handling. A completed recertification application must accompany the payment.

THE APTD CERTIFICATION PROCESS

Earning the APTD certification is a progressive process that involves the following phases:



Phase 1: Decide

Just as training is not the solution for everything, neither is the APTD. Take the time to assess your personal career goals against what the APTD has to offer and what it requires to determine whether APTD is right for you.

Some things to consider include:

- Do you meet the eligibility requirements by having at least three years of experience or equivalent?
- Is this certification compatible with your career goals and aspirations?
- Do you wish to focus on instructional design, training delivery, or learning technologies?
- Are you ready to commit the time, energy, and resources?
- Have you read this entire document so that you fully understand the program requirements?

Phase 2: Prepare

While there is not a mandatory test preparation or study requirement for the APTD program, we recommend you take the time to review the content information associated with the exam.

The content outline in appendix C provides the topics covered on each exam and can be used as a general guide for the study process.

Those seeking additional preparatory resources might consider one or more of the following methods:

- Complete the practice exam.
- Purchase the ATD Learning System: APTD Edition, which covers the areas tested.
- Sign up to attend ATD's Preparing for the APTD workshop (three formats available).
- Join the APTD Candidate Preparation LinkedIn Group.
- Become part of an ATD chapter study group.
- Find resources on the Internet (study materials, study groups).
- Links to these ATD resources can be found at: www.td.org/certification/aptd/prepare.

We recommend that you spend at least 50-60 hours to prepare for the exam. When preparing, keep the following suggestions in mind:

- Create a realistic study schedule.
- Pay attention to the AOE's and how they are weighted on the exam.
- Evaluate your knowledge gaps and concentrate on closing those gaps.
- Recognize that you cannot memorize everything; use memory techniques to recall key points.
- Focus on accepted principles and theories, not on memorizing obscure names and dates.
- Take notes to help reinforce key concepts.

Before proceeding please add APTDCertification@td.org to your email "safe list" to ensure that you receive communications about the APTD program

Phase 3: Apply & Register

Before beginning your application, please do the following:

- Read this entire APTD Certification handbook. As part of the application you must sign a statement verifying that you have read the handbook.
- During the online application process, you will also be required to sign important releases and agreements, including an applicant declaration and release, intent to participate and code of ethics. These agreements are included in Appendix A of this handbook. You should familiarize yourself with this information prior to enrolling in the program.

If you will require special accommodations during the testing process, please review the special accommodations arrangement section on page 12 before applying.

Applying for the APTD

To apply for the APTD certification program, please go to the [APTD Apply page](#) . If you do not already have an ATD login and password, please create a login at www.td.org. In the upper right-hand corner go to Sign In/Register to create a login or call ATD customer Care at 800.628.2783 for assistance.

To begin the application process, you will need to consider the following:

- **Legal Name:** When you create your record in the certification database, please use your full legal name as it appears on your official, government-issued identifications. In order to be admitted to the secure testing center, your official identification will need to match the name on your exam registration.
- **Test Form:** You will be asked if you are choosing the Full Exam or one of the test-out options. If you are eligible and would like to choose one of the test-out options (see page 5 for a more detailed description), you will need to indicate that at this time. For example, if you choose to test-out and omit the Training Delivery questions from your exam, your initial exam and any subsequent retests will omit the Training Delivery questions. **NOTE: Once registration and payment are complete, the exam form cannot be changed.**
- **Testing Windows:** During the application process, you will be asked to select a specific exam window. Please consider your schedule carefully when choosing your test window. Once your exam registration has been paid, you will be charged a transfer fee if you wish to change the test window. Please refer to page 6 for program fee information.
- During the application process, you will be asked to provide specifics about your employment in the talent development field, including position title, starting and ending dates, employer names, and employer addresses. You will also need to identify your specific talent development activities and percentage of time devoted to those activities.
- Be sure to include enough employment information to meet the minimum eligibility requirements. If you have more than one talent development employment position to report, add more employers by clicking the ADD NEW button in the application.
- You will need to include names and contact information of references **from each listed employer** who can validate your talent development experience.

If there are questions about your eligibility, you will be contacted to provide more specific documentation. If deemed ineligible, you will be invited to reapply once the minimum eligibility requirement is met. To appeal an eligibility decision, refer to Appendix B for the appeals process.

Register & Pay

After submitting your APTD Application, you will be directed to the payment page to remit your exam fee. You are not an official candidate until the APTD registration fee is paid. Once paid, you must successfully complete the APTD Exam within one-year in order to achieve the APTD credential.

You may choose from the following options to pay your exam fee:

- **Credit Card payment:** Follow the process to make a credit card payment. A receipt will be created that you can print or save.
- **Check or wire payment:** Please contact ATD Customer Care at 1-800-628-2783 to be sent an invoice with payment instructions.

Once your application has been approved and payment has been processed, you will receive an email from PearsonVUEConfirmation@pearson.com with instructions about how to schedule your exam. Please white-list this email address to be sure that you receive the appropriate notifications.

Phase 4: Test

To earn the APTD, candidates must take and pass a computer-based test administered at an authorized testing center. See page 5 for a detailed description of the test content and format.

Testing Centers

ATD CI partners with a third-party test administration provider to deliver the exams. The test delivery provider offers authorized testing centers around the world. The testing vendor cannot guarantee the availability of testing sessions, and all testing center locations are subject to change. For the list of testing centers, see the <https://home.pearsonvue.com/atd>.

ATD CI recommends that candidates schedule appointments at a Pearson Professional Center (PPC). PPCs are owned and managed entirely by Pearson VUE. All PPCs have the same layouts, policies, computer stations, etc. so consistency is guaranteed from one center to another.

Although Pearson VUE Authorized Testing Centers (PVTC) may have available appointments, all PVTCs are owned and independently operated by third-party providers. These centers will vary from location to location.

Appointment Scheduling

- After your application is approved and payment is made, you will receive an email from PearsonVUEConfirmation@pearson.com with instructions on how to schedule your exam.
- Appointments must be scheduled during the testing window only. No tests can be taken outside the testing window.
- Testing appointments are arranged on a first come, first served basis. If you are unable to test in your selected testing window because a desired testing date or time is no longer available, a transfer fee will be charged if you are eligible to transfer.
- Think about the timing of your appointment within the window as schedule your appointment accordingly. Appointments made late in the window allow more time to study and prepare, but if something happens and you are not able to test during your appointment, ATD CI cannot extend the window. You risk having to pay the transfer fee if you are caught too late in the window and are unable to test.
- All requests for special accommodations under the Americans With Disabilities Act must be submitted to ATD CI **before application and registration**. See page 12 of this handbook for more information and please contact APTDCertification@td.org to obtain the special accommodations policy document and request for special accommodations form.
- The testing provider cannot guarantee availability of testing sessions at specific international locations.

Appointment Confirmation

After scheduling a testing appointment through the online scheduling system, you will receive a confirmation email. The confirmation notice will include the test center name and address; and the date, time, and location of the testing appointment.

Cancellations and Rescheduling

- If you need to cancel or reschedule a testing appointment, you will need to do so directly through the online appointment scheduling system.
- All cancellations and reschedules must be made at least 72 hours before the scheduled test day.
- If the cancellation or rescheduling request is made less than 72 hours before the scheduled test day, you will be considered a no-show.
- Any missed appointments or late cancellations will be considered a no-show. ATD CI requires a \$100 no-show fee. Please contact APTDCertification@td.org to remit this fee.
- In the following situations and with appropriate documentation, you may cancel your testing appointment with fewer than three full business days' notice. Please contact APTDCertification@td.org to cancel. Proper documentation includes a hospital intake or discharge paper, obituary, jury duty notice, and so on.
- The following situations are considered acceptable reasons for late cancellations with the appropriate documentation:
 - serious illness (either the candidate or an immediate family member)
 - death in the immediate family
 - disabling accident
 - court appearance
 - jury duty
 - unexpected military call-up.

What to Take to the Testing Center

- **Identification Requirements:** You are required to present two forms of ID. IDs must be original (no photo copies) and valid (unexpired); one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent recognizable photo).
- The **first and last name that you used to register must match exactly the first and last name on the ID** that is presented on test day.
- All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required, along with a secondary ID.
- If you have any questions or concerns about the ID you are required to bring with you to the testing center, please contact Pearson VUE at www.pearsonvue.com/contact. To view the full ID policy please visit <http://www.pearsonvue.com/policies/1S.pdf>
- Personal belongings should be left at home, in the car, or the site will secure them (but not allow them into the testing room).

What to Expect at the Testing Center

- The testing provider personnel will verify your identity prior to allowing you access to the testing center. You must provide required identification to be admitted to the testing center. **See above. Individuals without the required identification will NOT be allowed to test.**
- You will be required to leave personal property, including phones, purses, hats, etc. in a locked location outside the testing room. Glasses will be inspected to ensure that they do not include smart technology. You may be asked to empty your pockets, or show that no materials are hidden in boots or sweatshirt pockets, etc. These policies are enforced to ensure that all candidates are following the same strict testing and security policies.
- Trained test proctors will administer the APTD exam.
- Three pieces of blank paper and two pencils/white board will be given to you by the proctor and these items will be collected at the end of the test.
- The examinations will be timed, with a timer displayed on the computer screen. Candidates taking the full exam will be permitted a total timed testing period of 120 minutes (2 hours) to complete the 115-item exam. Candidates testing out of a portion of the exam (either instructional design or training delivery) will be permitted a total timed testing period of 90 minutes (1.5 hours) to complete the 72-item exam.
- Upon completion of the exam, you will receive notification of results immediately.

Special Accommodation Arrangements

ATD CI and its testing vendor comply with the provisions of the Americans With Disabilities Act (ADA) and Title VII of the Civil Rights Act in accommodating candidates with disabilities who need special accommodations to take the exam. If you require special accommodations, you must notify ATD CI of your request prior to submitting your application. Only ATD CI has the authority to approve requests.

The process for notification is as follows:

Before beginning your application, notify the certification staff at APTDcertification@td.org of your intent to request an accommodation. Write “ADA Request” in the subject line.

Once your request is received, a copy of the request for special accommodations form will be sent to you. This document must be completed by you and signed by a licensed or certified professional qualified to diagnose or treat your condition. In addition, this professional must provide a Statement of Explanation on official letterhead describing the conditions and the special accommodation(s) needed.

Both the completed form and the Statement of Explanation must be sent to ATD CI by email at APTDcertification@td.org or by fax at 703.683.8183 at least 10 weeks before your selected testing window opens. Once received, your request will be reviewed to determine if reasonable accommodations can be made. You will be notified within five (5) business days of the decision.

Please note that there are no extra fees charged by ATD CI for this accommodation if the procedures outlined in this section are followed.

For additional information, please contact ATD CI at APTDcertification@td.org.

General Exam Policies

Exam Copyright

ATD CI holds all proprietary rights for the examination, including copyright and trade secret. To protect the integrity of the examination and to ensure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling the copyrighted, proprietary information.

Any attempt to reproduce all or part of an examination is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the examination room, aiding others in reconstructing any portion of an examination by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted fully. It should also be noted that examination scores might be invalidated in the event of this type of suspected breach.

Confidentiality and Conduct

You must abide by the following confidentiality and conduct agreement. Failure to abide by the rules of conduct may result in your dismissal from the program without refund. The agreement is as follows:

"I understand that the contents of this test are copyrighted, proprietary, and confidential and that disclosure or reproduction of any portion of it to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution. I can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or my scores might be canceled if there is substantial reason to believe through proctor observation, statistical analysis, and/or other evidence that my score may not be valid or that I was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination."

Grounds for Dismissal

Any candidate who does not have proper identification, who uses unauthorized aids, or who does not follow the testing procedures may be dismissed from the test center. ATD CI may choose to have the test scores of such candidates invalidated.

Candidates who engage in misconduct and do not heed the administrator's warning to discontinue the behavior will be dismissed from the test center. The following behaviors are considered misconduct:

- giving or receiving assistance of any kind, including accepting exam details from another individual, organization, or entity or providing exam details to another individual, organization, or entity
- using any unauthorized aids
- attempting to take the examination for someone else
- failing to follow testing regulations or the instructions of the test administrator
- creating a disturbance of any kind
- removing or attempting to remove examination questions or responses (in any format) or notes about the examination from the testing room
- tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Before an exam is canceled for misconduct, the test administrator will notify the candidate of any concerns. The candidate is then given an opportunity to provide additional information. The test administrator then has the following options:

- Dismiss the candidate and file a report with ATD CI describing the action and the reasons for dismissal.
- Allow the candidate to continue and file an irregularity report with ATD CI describing any observations.

In either event, ATD CI will review that candidate's test record and will decide as to the handling of the candidate and the score.

Exam Complaints or Comments

Candidates who have complaints or comments about any matter related to the testing program may send written correspondence directly to the associate director of credentialing at hbatts@td.org. Candidates should include their name, address, telephone number, email address, the name and date of the test, the location of the testing center, and the name of the test administrator (if known).

Because of test item security, ATD CI will not provide details about any exam questions.

After the Exam

Exam Results

The final score is determined by the number of items answered correctly out of the total number of items on the exam. The score report will include the candidate's name, certification ID number, scaled score, and pass-fail status.

To pass each exam, a candidate must answer a minimum number of items correctly. This minimum number is called the cut score, and any candidate who scores at or above the cut score will pass that exam.

If a candidate believes that a failing score was received because of a scoring error, the candidate may appeal. For information about the appeals process and the necessary submission form, refer to appendix B.

How the Cut Score Is Determined

ATD CI takes great care in determining the cut score for each exam form. The cut score is established through a process called standard setting, during which a panel of experts from the talent development field conducts a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job.

Their expert judgment is translated to a specific cut score on the exam using the statistical Angoff method. The Angoff method is commonly used to set passing standards in the credentialing industry. Using this method, the panel of experts reviews and evaluates a representative sample of exam items that map to the test content outline. For each item, the group estimates the percentage of qualified candidates who are expected to answer it correctly.

For example, an item rated as 75 percent indicates that three-fourths of the candidates are expected to answer the item correctly. Ratings for each item are then used to compute an overall minimum passing score for the exam.

Retesting Policy

Should a candidate not pass the APTD exam, a candidate may retest, if it is within the one-year expiration window. Candidates cannot retest in the same testing window. A retest fee is required to register to retake the APTD exam.

APTD Achievement

To achieve APTD certification, candidates must pass the APTD exam. Once this has been accomplished, candidates are permitted to display the APTD letters after their name. New APTDs will receive an electronic certificate as further recognition of their accomplishment. APTDs are encouraged to do the following to maximize the impact of their achievement:

- Maintain the credential by recertifying every three years;
- Display their credentials behind their name on business cards, resume, and on social media;
- Join social media groups devoted to the APTD to network and continue to learn from colleagues.

Recertification Requirements

The APTD credential is valid for three years. APTD credential holders must recertify during each three-year recertification period to maintain the certification. The recertification cycle begins the first day of the month after notification of APTD success. Recertification points must tie to one or more AOE in [The ATD Competency Model](#). Credential holders must accrue a minimum of 40 points during each three-year recertification cycle. The categories for recertification points are listed in the following table.

Category	Maximum Points (per Three-Year Cycle)
Continuing Education	30
Speaking and Instructing	15
On-the-Job Experience	15
Research and Publishing	15
Leadership and Recognition	15
Professional Membership	10
Total Required	40

More information about APTD Recertification can be found on the ATD website [here](#).

APPENDIX A: RELEASES AND AGREEMENTS

APTD - Code of Ethics

APTD – Applicant Declaration & Release

APTD – Intent to Participate

APTD – Code of Ethics

Candidates must agree to the ATD Certification Institute (ATD CI) Code of Ethics, that describes the behavior expected of a talent development (TD) professional. Clients and employers insist on the highest possible standards of personal integrity, professional competence, sound judgment, and discretion. Developed by the profession for the profession, the Code of Ethics is the public declaration of TD professionals' obligations to themselves, their profession, and society. Any alleged violation of the Code of Ethics will be addressed pursuant to the ATD CI Code of Ethics and Procedures for Review of Conduct. The Code is as follows:

I will...

1. comply with all copyright laws and the laws and regulations governing my position;
2. maintain confidentiality and integrity in the practice of my profession;
3. conduct myself in an ethical and honest manner;
4. fairly and accurately represent my credentials, qualifications, experience, and ability.

I strive to...

1. provide my employer, clients, and learners with the highest-level quality education, training, and development;
2. keep informed of pertinent knowledge and competence in the field;
3. support my peers and avoid conduct that impedes their practicing their profession;
4. improve the public understanding of talent development.

You are confirming that you have read the Code of Ethics statement above and you agree to abide by it. You further agree and understand that ATD CI reserves the right to revise or update this Code of Ethics, and that it is your responsibility to be aware of current requirements.

Signature: _____

APTD – Applicant Declaration & Release

I hereby submit this application to the ATD Certification Institute (or “ATD CI”) to be an Associate Professional in Talent Development (APTD) in accordance with and subject to ATD CI's standards, rules, policies, and procedures. I understand that ATD CI and/or ATD may use the information gathered in the certification process for statistical purposes for the evaluation of the certification program, or for other research or study. I further understand that ATD CI will use reasonable efforts to keep the information in its possession confidential.

I understand that ATD CI reserves the right to verify any or all the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules of certification, may result in appropriate disciplinary action. I further understand that I must immediately inform ATD CI of any changed circumstances that may affect this application and the information that has been provided, or that may affect my continuing certification eligibility.

I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores, if ATD CI determines through either proctor observation or statistical analysis that I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examinations. I agree that I will not list my passing status on any professional stationary or business cards, nor will I use it in any advertising until I have passed the APTD exam and program.

I, the undersigned, recognize that ATD CI is the sole and only judge of my qualification to receive and maintain this certification. I further recognize that ATD CI reserves the right to modify or alter at any time the certification standards, the requirements for certification and/or recertification, and any rules, policies, or procedures in connection therewith.

I authorize ATD CI to include my name and contact information in any publicly available lists or directories in which the names of Associate Professionals in Talent Development (APTD) are published, and hereby waive any rights of objections to such listings.

I understand and agree that ATD CI owns all right, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other material related to ATD CI and ATD CI's APTD program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by ATD CI and agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification.

I understand and agree that neither ATD CI nor ATD makes any claims, warranties, guarantees, or promises regarding the content or performance of any Associate Professional in Talent Development (APTD); and I agree not to misrepresent my certification status and its meaning.

I, the undersigned, do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of my application and all materials and information submitted to ATD CI.

In consideration of my application to and participation in ATD CI's APTD program, I, the undersigned, do hereby release, discharge, and hold harmless individually and collectively ATD CI, ATD, and their officers, directors, employees, committee and commission members, members, subsidiaries, agents, successors, and assigns, from any and all liability that may arise, directly or indirectly now or in the future, by reason of or in connection with any decision, action, or omission relating to this application, the failure of ATD

CI to grant certification or recertification to me, the revocation of my certification, or ATD CI's certification standards. This release and wavier of liability shall be binding on my heirs, executors, administrators, successors, and assigns.

I also understand and agree that in considering this application, ATD CI may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as ATD CI deems appropriate. Without limiting the generality of the foregoing, I hereby authorize ATD CI to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted by ATD CI to respond to such inquiries and provide copies of any relevant and non-confidential information to ATD CI. I further authorize ATD CI to provide a copy of this statement to those entities contacted by ATD CI about this application.

Signature: _____

APTD – Intent to Participate

I intend to participate in ATD CI's APTD program and I agree to the following:

- My data can be released for research purposes and published as part of the program analysis.
- I will follow ATD CI's Code of Ethics and Intellectual Property policy as may be amended from time to time by ATD CI.
- I will provide a professional demographic profile to be used for research or marketing purposes.
- I give permission for ATD CI to confirm the name on my certificate and the accuracy of my mailing address for verification purposes.
- I will pay a nonrefundable fee in the amount specified in the program materials.
- I meet the eligibility requirements. I have at least three years of relevant work experience in the talent development field or other related discipline (successful completion one year of college/university study in talent development or related field/discipline or an ATD Master Trainer or Master Instructional Designer program may be substituted for one year relevant professional work experience). At least 50% of my relevant work experience has been devoted to talent development.
- I give my permission for ATD CI to release my name, city, and state publicly if I obtain the APTD credential.
- I give my permission to share my name and contact information with local ATD chapters if I obtain the APTD credential.

I have read and understand all the APTD program materials and requirements in the APTD Certification Handbook, including but not limited to the refund, transfer, deadlines, and appeals policies.

In return, all participating professionals will be provided:

- A seat and score report for the APTD Exam

I agree to the following:

- The administration fee is nonrefundable unless ATD CI does not fulfill the above terms.
- All candidates are expected to participate in all aspects of the program for which they are eligible.
- To ensure the privacy and protection of all candidates, ATD CI and ATD representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate's behalf.

Signature: _____

APPENDIX B: APPEALS PROCEDURES AND FORMS

APTD Eligibility Appeals Procedure and Form

APTD Exam Appeal Procedure and Form

APTD Eligibility Appeals Procedure and Form

When a negative decision about eligibility is communicated to a candidate, the communication will also state that it is an appealable decision, and it will place the candidate on notice that he or she has 10 business days in which to advise ATD CI in writing that he or she intends to exercise the right to appeal. A candidate may appeal the denial of eligibility to enter the APTD program by submitting a written appeal using the **APTD Eligibility Appeals Form** by email to Holly Batts at hbatts@td.org.

The appeal must document the denial and provide evidence supporting the candidate's claim for eligibility. Grounds for appeal are limited to the following:

- a) Misapplication - the negative decision was the result of the misapplication of the eligibility requirements and such misapplication prejudiced the candidate; or
- b) Misinterpretation - the negative decision was not supported by, and is contrary to, the evidence in the record on which the decision of ATD CI was based.

In submitting the appeal, the candidate must use the following processes:

1. Appeals must be made in writing within 10 business days of receipt of the denial of eligibility.
2. The candidate must detail in writing the grounds upon which he or she bases his or her appeal, along with any referenced information upon which the candidate intends to rely in support of the grounds for appeal. The candidate should include a specific reference to where the information or documentation was previously provided.
3. ATD CI will confirm receipt of all appeals within 30 days of receipt. All appeals are confidential.
4. Upon receipt and preliminary review of the written notice of appeal, ATD CI will determine if a negative decision was the result of the misapplication of the eligibility requirements and will notify the candidate in writing of any necessary adjustments that shall be made. ATD CI shall submit any other appeals alleging misinterpretation of the evidence to the Appeals Panel in accordance with the procedures set forth herein.
5. Upon the receipt of any appeals alleging misinterpretation of the evidence, ATD CI will notify the Chair of the ATD CI Board of the notice of appeal. The Chair of the ATD CI Board will appoint a panel of up to 12 individuals to serve as the Appeals Committee. ATD CI shall appoint a three (3) member panel from among the membership of the Appeals Committee to serve as the Appeals Panel for each appeal. The identity of the full Appeals Committee will be disclosed. The identity of the three (3) member Appeals Review Panel will not be disclosed. Any member of the Appeals Panel with a potential conflict of interest with respect to the candidate must disclose the potential conflict to ATD CI and, if it is determined that a conflict exists, that member of the Appeals Panel must not participate in the decision-making process. ATD CI will replace the vacant seat on the Appeals Panel with a member of the Appeals Committee who does not have a conflict with respect to the applicant.
6. The review and determination shall occur within 60 days of designation of the Appeals Panel, in accordance with these procedures and any guidelines developed by ATD CI. If the Appeals Panel finds that good cause exists to re-evaluate eligibility, it may require further evidence or

documentation or information from the candidate. Such request shall be set forth in writing and the candidate is to provide the requested documentation or information within 30 days of request. In this instance, the Appeals Panel shall render a decision within 30 days of receipt of the additional documentation and information.

7. In reaching its decision, the Appeals Panel will consider the record before ATD CI at the time it made its decision regarding the candidate's appeal, any written statements the candidate submitted in connection with the appeal, and any additional information or documentation provided by the candidate at the Appeals Panel's request.

8. The Appeals Panel, on a majority vote, either affirms or reverses the decision being appealed. If the Appeals Panel affirms the decision, it becomes final at that point. If the Appeals Panel reverses the decision, it will provide a detailed written explanation of its rationale. ATD CI will implement the Appeals Panel's decision in a manner consistent with any directive of the Appeals Panel and applicable APTD Program Policies and Procedures.

9. The Appeals Panel will send notification of its decision to ATD CI and ATD CI will notify the candidate of the Appeals Panel's decision within seven (7) working days of its receipt.

10. The decision of the Appeals Panel is final.

APTD Eligibility Appeals Form

Instructions: The APTD Eligibility Appeals Form must be completed and submitted according to the appeal guidelines.

1. Background (Required)

Candidate Name: _____
Candidate Number: _____
Today's Date: _____
Date of Eligibility Denial: _____

2. Statement of Appeal (Required)

A. What is the reason for your appeal?

Check one of the reasons below (these are the only reasons that an appeal will be considered):

MISAPPLICATION OF REQUIREMENTS

The negative decision was the result of the misapplication of the eligibility requirements and such misapplication prejudiced the candidate.

MISINTERPRETATION OF EVIDENCE

The negative decision was not supported by, and is contrary to, the evidence in the record upon which the decision was based.

B. Explain the reason for your appeal.

On a separate sheet of paper provide an explanation of the reason for your appeal in 500 words or fewer. Include the following in your write-up:

1. Explain the circumstances of your appeal.
2. Explain on what grounds you believe the appeal should be granted.
3. Submission Instructions (Required)

Send your information to ATD CI to the Senior Director by email to Holly Batts at hbatts@td.org. Information must be received by the deadline set forth in the appeal guidelines (10 days following the denial of eligibility) to be accepted. Information received after this time deadline will not be considered.

APTD Exam Appeal Procedure and Form

When a negative outcome on the APTD Exam is communicated to a candidate, the candidate has 10 business days to advise ATD CI in writing that he or she intends to exercise the right to appeal. The candidate may appeal the results of their exam by submitting a written appeal using the Exam Appeals Form to ATD CI to the Senior Director by emailing Holly Batts at hbatts@td.org.

The appeal must document the score received and provide evidence supporting the candidate's claim. Grounds for appeal are limited to the following:

- a) Scoring errors – the score was incorrect because of data entry, calculation, or reporting errors.
- b) Improper Procedures - the score was biased as a result of improper procedure. Improper procedure is when accepted rules, standards, or proper procedures were not followed.

The appeals procedure is as follows:

1. An APTD candidate must submit all appeals in writing within 10 business days of taking the exam using the Exam Appeals Form. The Exam Appeals Form must be completed in its entirety by the candidate and include only relevant, truthful, and accurate information. The candidate must detail the grounds upon which he or she bases his or her appeal, along with any referenced information upon which the candidate intends to rely in support of the grounds for appeal. Appeals received more than 10 business days following the exam will not be considered.
2. ATD CI will confirm receipt of all appeals within five (5) business days.
3. Upon receipt and preliminary review of the written notice of appeal and a properly completed APTD Appeals Form, ATD CI will determine whether the appeal alleges that the candidate's score was the result of scoring errors. ATD CI shall investigate any appeals alleging scoring errors, and notify the candidate in writing of its findings and any necessary adjustments that will be made. ATD CI shall submit any appeals alleging improper procedures to the Appeals Panel set forth herein.
4. Upon the receipt of any appeals alleging improper procedure, ATD CI will notify the Chair of the ATD CI Board of the notice of appeal. The Chair of the ATD CI Board will appoint a panel of up to 12 individuals who hold the APTD credential to serve as the Appeals review committee.
5. ATD CI shall appoint a three-member panel from among the membership of the Appeals Committee to serve as the Appeals Panel for each appeal. The identity of the full Review Committee will be disclosed. The identity of the three-member Appeals Review Panel will not be disclosed. Any member of the Appeals Panel with a potential conflict of interest with respect to the candidate must disclose the potential conflict to ATD CI and, if it is determined that a conflict exists, that member of the Appeals Panel must not participate in the decision-making process. ATD CI will replace the vacant seat on the Appeals Panel with a member of the Appeals Committee who does not have a conflict with respect to the applicant.
6. ATD CI will send a written notice to the candidate; the notice shall include the written appeals procedures. The review and determination shall occur within 30 days of designation of the Appeals Panel in accordance with these appeals procedures and any guidelines developed by ATD CI.

7. In reaching its decision, the Appeals Panel will consider the candidate's exam, the scoring procedures and process used in connection with the exam, and the information included on the APTD Appeals Form submitted by the candidate. While ATD CI understands that stressors and circumstances can prevent candidates from performing their best, under no circumstances will exam scores be raised as a result of the appeal. Problems that will not be considered in the Appeals Panel review include, but are not limited to, the following: inclement weather, test anxiety or illness, unusual circumstances or conditions, and reasonable test center challenges.
8. The Appeals Panel, on a majority vote, either affirms the score received or grants an appeal. If the appeal is granted, the candidate will be provided an opportunity to retest during the next review window with the retest fee waived. The opportunity to take the exam again is the only resolution; the initial exam score will not be changed.
9. If the appeal is denied and the score received is affirmed, there is no further action or recourse available to the candidate.
10. The Appeals Panel will send notification of its decision to ATD CI and ATD CI will notify the candidate of the Appeals Panel's decision within seven (7) working days of its receipt.
11. The decision of the Appeals Panel is final.

APTD Exam Appeals Form

Instructions: The APTD Exam Appeals Form must be completed and submitted per the appeal guidelines.

1. Background (Required)

Candidate Name: _____

Candidate Number: _____

Today's Date: _____

Score Report Date: _____

2. Statement of Appeal (Required)

A. What is the reason for your appeal?

Check one of the reasons below (these are the only reasons that an appeal will be considered):

SCORING ERRORS

The score was incorrect as a result of data entry or reporting errors.

IMPROPER PROCEDURE

The score was biased as a result of improper procedure. Improper procedure is when accepted rules, standards, or proper procedures were not followed.

B. Explain the reason for your appeal.

On a separate sheet of paper provide an explanation of the reason for your appeal in 500 words or fewer. Include the following in your write-up:

1. What score or scores are you challenging?
2. What is the reason for the score challenge?
3. Explain on what grounds you believe the appeal should be granted.

C. Attach a copy of your score report. Label it Attachment B.

3. Submission Instructions (Required)

Send your information to ATD CI by email to the Senior Director, Holly Batts, at hbatts@td.org. Information must be received by the deadline set forth in the appeal guidelines (10 days following the score report date) to be accepted for review. Information received after this period will not be considered. Appeal notifications will be made within 30 days of the appeals submission deadline.

APPENDIX C: EXAM CONTENT OUTLINE RESOURCES

APTD Exam Content Outline

APTD Exam Content Outline

Area of Expertise (AOE) 1: Instructional Design (Weighted 37% of the Exam)

Designing, creating, and developing informal and formal learning solutions to meet organizational needs; analyzing and selecting the most appropriate strategy, methodologies, and technologies to maximize the learning experience and impact.

AOE 1 K1: Business strategy, drivers, or needs associated with possible learning solutions

AOE 1 K2: Needs assessment

AOE 1 K3: Research methods, including information scanning, data gathering, and analysis

AOE 1 K4: Content knowledge or techniques to elicit content from subject matter experts

AOE 1 K5: Learning theories

AOE 1 K6: Instructional design theory and process

AOE 1 K7: Various instructional methods, such as mobile, online, classroom, and multimedia

AOE 1 K8: Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, authoring tools, and social media

AOE 1 K9: Individual learning modalities, such as visual, auditory, and kinesthetic

AOE 1 K10: Individual, group, and organizational differences that influence learning and motivation

AOE 1 K11: Assessment methods and formats, such as multiple choice, hands-on performance, and open-ended response

AOE 1 K12: Legal and ethical issues related to instructional design, including accessibility and intellectual property

AOE 1 K13: Business and company culture, such as global mindset and cultural norms

AOE 1 K14: SME management

AOE 1 K15: Basic project management

AOE 1 K 16: Usability and design

AOE 2: Training Delivery (Weighted 37% of the Exam)

Delivering learning solutions in a manner that both engages the learner and produces desired outcomes; managing and responding to learner needs; ensuring that learning is made available in effective platforms and delivered in a timely and effective manner.

AOE 2 K1: Learning theories

AOE 2 K2: Various instructional strategies, such as discussion, exercise, and self-directed learning

AOE 2 K3: Ways to facilitate informal learning and build learning communities, such as leveraging learning platforms and fostering personal learning networks

AOE 2 K4: Various delivery options and media, such as mobile, online, classroom, and multimedia

AOE 2 K5: Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, and social media

AOE 2 K6: Facilitation and presentation techniques and tools

AOE 2 K7: Individual learning preferences

AOE 2 K8: Organizational or cultural differences in learning preferences, communication, and classroom behavior

AOE 2 K9: Personal learning biases such as preference for lecture or informal learning approaches

AOE 2 K10: Familiarity with content being taught and how solutions address needs

AOE 2 K11: Legal and ethical issues related to training delivery, such as obtaining permission for use of materials and giving credit as appropriate

AOE 3: Learning Technologies (Weighted 26% of the Exam)

Identifying, selecting, implementing, and leveraging a variety of learning technologies; adapting learning technologies; applying appropriate technologies to a learning opportunity or challenge.

AOE 3 K1: Various delivery options and media, such as mobile, online, and classroom

AOE 3 K2: Existing and emerging learning technologies and support systems, such as collaborative learning software

APPENDIX D: APTD APPLICATION WORKSHEET

APTD Application Worksheet

APTD Application Worksheet

In preparing to complete the APTD application online, we have created a worksheet to help you gather the necessary information.

Please **DO NOT** submit this worksheet as part of your application.

APTD Eligibility Requirements

To be eligible for the APTD program, all candidates must:

- Have at least three years of work experience in the talent development field or related fields/disciplines. Related disciplines include human resources, higher education, or similar; or
- Have at least two years of work experience in the talent development field or related fields/disciplines PLUS one year of college/university study in talent development or related field/discipline; or
- Have at least two years of work in the talent development field or related fields/disciplines PLUS successful completion of the ATD Master Instructional Designer or the ATD Master Trainer program.

Talent development work experience must be in the areas of instructional design, training delivery, or learning technology. Candidates must have devoted at least 50% of their time in those areas of talent development to be eligible to take the exam.

Formal Education

Education (highest degree received) *(required)*

- Ph.D. or Post Graduate
- Master's
- Bachelor's
- Associate's Degree
- Some College
- High School

Year Graduated (highest degree received) *(required)*

Year: _____

Name of Institution: _____

ATD Masters Series Program (Exam Waivers)

For which exam are you registering? *(required)*

- Full APTD exam, including Instructional Design, Training Delivery, and Learning Technologies

APTD exam with Instructional Design waived

*Within the online application system, you will need to attach a scanned copy of your ATD Master Instructional Designer Certificate of Accomplishment

APTD exam with Training Delivery waived

Within the online application system, you will need to attach a scanned copy of your ATD Master Trainer Certificate of Accomplishment

Employment Background

Must have either 2 or 3 years of experience with at least 50% of time devoted to talent development activities. Please complete the employment history below to show the 2 or 3 years of history.

Employment History *(required)*

Please provide **all** information for **each** talent development related employment position. Begin with your most recent or current employer.

Employer: _____

Employed from (mm/dd/yyyy): _____ **To (mm/dd/yyyy) – enter today’s date if your current employer:** _____

Job Title: _____

Talent Development (TD) Responsibilities: _____

Percentage of time spent on TD Responsibilities: _____

Employer Address: _____

Employment Reference *(required)*

Name of Reference: _____

Title: _____

Telephone: _____

Email: _____

Additional Employment Information Please provide at least 3 years of experience. Use additional space if needed.

Employer: _____
Employed from (mm/dd/yyyy): _____ **To (mm/dd/yyyy) – enter today’s date if your current employer:** _____
Job Title: _____
Talent Development (TD) Responsibilities: _____

Percentage of time spent on TD Responsibilities: _____

Employer Address: _____

Employment Reference *(required)*

Name of Reference: _____
Title: _____
Telephone: _____
Email: _____

Employer: _____
Employed from (mm/dd/yyyy): _____ **To (mm/dd/yyyy) – enter today’s date if your current employer:** _____
Job Title: _____
Talent Development (TD) Responsibilities: _____

Percentage of time spent on TD Responsibilities: _____

Employer Address: _____

Employment Reference *(required)*

Name of Reference: _____
Title: _____
Telephone: _____
Email: _____

