

## Pre-Approval Program

Associate Professional in Talent Development (APTD) and Certified Professional in Talent Development (CPTD) credential holders must earn 40-60 recertification credits every 3 years demonstrating that they have continued their growth in the field. Credential holders may earn points toward recertification by participating in activities aligned with the capabilities included in the ATD Talent Development Capability Model.

Candidates who wish to become certified must complete professional development in the Developing Professional Capability and Impacting Organizational Capability domains of the Talent Development Capability model. APTD candidates must complete 28 professional development hours and CPTD candidates must complete 60 professional development hours to be eligible to take the certification exam.

Preapproval status is valid for both recertification and initial application professional development hours. Preapproved providers will:

- Receive an ATD CI Logo and approved language to use when communicating program preapproval status.
- Be included in a directory of APTD and CPTD preapproved providers posted on the td.org website with a link to your organization's offerings.

## Qualifications and Guidelines

Qualifying programs include conferences, college or university courses, seminars, webinars, and e-learning programs that meet the following qualifications:

- The provider must have the resources, facilities, and administrative support to effectively deliver talent development-related programming.
- The provider must offer appropriate high-quality programming, developed and presented by appropriate subject matter experts.
- The program content must be related to talent development as defined by the ATD Capability Model. See [www.td.org/capability-model](http://www.td.org/capability-model) for details.
- Approval and credits are awarded based on the educational time spent on talent development-related activities at the rate of one point per physical hour.
- Meals, breaks, networking, and non-talent-development-related activities will not be counted toward educational time.
- Pre-approved providers may calculate the number of hours based on the above formula at .5 per 30 minutes of instruction or request verification by submitting a timed agenda to [recertification@td.org](mailto:recertification@td.org).
- Attendees will be responsible for obtaining proof of attendance and reporting the appropriate hours earned for programs where attendance is not taken at each session (eg: conferences).

**Please provide the following information about the organization delivering the program(s) seeking professional development preapproval status:**

Name of Organization: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

**Organization Type:**

- College or University
- Professional Association
- Educational Provider
- ATD Chapter: \_\_\_\_\_ (CHIP Code)
- Other: \_\_\_\_\_

**Tax Status:**

- For Profit
- Not-for-Profit

**Approximately how many programs do you offer per year?**

- 1-10 Programs
- 11-25
- 26-50
- Over 50

**What method(s) are used to deliver the programs? Check all that apply:**

- In-Person
- Online
- Blended
- Other, please specify: \_\_\_\_\_

**Please indicate in which talent development capabilities your organization provides programming:**

**Personal Capabilities:**

- Communication Skills (Written & Verbal)
- Emotional Intelligence & Decision Making
- Collaboration & Leadership
- Cultural Awareness & Inclusion
- Project Management
- Compliance & Ethical Behavior

**Organizational Capabilities:**

- Business Insight
- Consulting & Business Partnering
- Organization Development & Culture
- Talent Strategy & Management
- Performance Improvement
- Change Management
- Data & Analytics
- Future Readiness

**Professional Capabilities:**

- Learning Sciences
- Instructional Design
- Training Delivery & Facilitation
- Technology Application
- Knowledge Management
- Career & Leadership Development
- Coaching
- Evaluating Impact

Briefly describe the process you use to select the faculty/facilitators for your programs:

Briefly describe the process you use to develop the program content and materials:

What are the requirements for participants to earn completion status?

How is participant attendance monitored?

List the URL where interested APTD and CPTD certification holders and candidates may find information about your programs. This link will appear on the td.org website.

If you wish to have a program reviewed for specific point values, please attach the learning objectives and program agenda clearly showing the number of hours of educational time. You do not need to submit an agenda unless you would like to verify the hour calculation.

## Application Process

Organizations that to become pre-approved providers of programming eligible towards ATD CI professional development hours should follow these steps:

1. **Apply:** Submit a signed and completed application along with a timed agenda and learning objectives for a sample program. Please save your completed application with your organization's name included in the filename and email to [recertification@td.org](mailto:recertification@td.org).
2. **Payment:** Once you have submitted your application and it has been approved, you will receive an electronic invoice for \$250 non-refundable fee that will cover your course preapprovals for a 12-month period. [ATD Chapters qualify for discounted rate of \$100].
3. **Approval:** Once the application has been approved and the fee paid, the primary point of contact will receive the ATD CI preapproval seal and approved language to be used on course materials. Please allow ten business days for your application to be processed.
4. **Promotional Language:** You may use the following language on your promotional materials:

"[Your organization]'s programs have been pre-approved by the ATD Certification Institute for continuing education credits towards professional development hours for initial eligibility and recertification of the Certified Professional in Talent Development (CPTD) and Associate Professional in Talent Development (APTD) credentials. This program is approved for a maximum of \_\_\_ hours."

5. **Denial:** If an application is denied preapproval, the provider may appeal the decision within 30 days. If the denial is upheld, the provider must wait one year from the date of submission to reapply.

## Terms and Conditions

We acknowledge that the information provided in this application is correct. We agree that if ATD CI professional development preapproval status is awarded, we will comply with the following guidelines:

- We agree to follow the ATD CI guidelines to assign the appropriate number of professional development points to our programs and to indicate whether hours can be applied toward initial certification or recertification requirements.
- We agree to include a process for determining attendee participation and to provide program participants with verification of attendance-such as a certificate of completion, email notification, or materials distributed on-site that shows the number of ATD CI professional development points assigned to the educational activity.
- We acknowledge that if approved, our preapproval status will be valid for one year from the time of application.
- We acknowledge that ATD CI reserves the right to maintain the quality and integrity of the APTD and CPTD certification programs by designating preapproval status only when qualifications are met. ATD CI has the right to terminate preapproval status if there is evidence of failure to uphold preapproval guidelines.

CONTACT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_