Below is a sample of the online application. This draft is for your planning purposes only. All applications must be submitted via the online form, which is identical to this sample draft.

Chapter Excellence Award Application: Excellence in Advancing the Profession Through ATD Certification (APTD/CPLP): Awarded to chapters that significantly foster talent development in their community and professionalize the industry through promoting certification: Associate Professional in Talent Development (APTD) and/or Certified Professional in Learning and Performance (CPLP).

Please complete each section of the application. If a question does not pertain to your chapter, please enter N/A. You may save your application and complete it in multiple sessions. Answer each question in as much detail as possible and provide supporting evidence. You may upload supporting documentation to strengthen your application; a link to upload documents is provided within those sections of the application.

SECTION ONE – ATD will provide data for this section. Please note if you know of any member participation within your chapter.

Member Participation: Three questions

Member Participation

List the names of chapter members, including board members, with the APTD or CPLP credential. Points are awarded for each chapter member.

Member Participation

Provide names of chapter members who served as volunteers for the ATD Certification Institute in 2019 (duties may include product feedback, item development, scoring). Points are awarded for each volunteer.

List volunteers, dates, and duties:

Member Participation

List number of APTD or CPLP study group including participant names, start and end dates, and location(s):
SECTION TWO

Chapter Support: Nine questions with supporting documents upload

Chapter Support

List chapter programs held that aligned with the ATD Competency Model areas of expertise (AOEs). Points awarded for each AOE covered.

List speaker(s), topic(s), and date(s):

Chapter Support

Does your chapter have a board position dedicated to APTD or CPLP? If not, points will be given for documenting board positions where APTD/CPLP initiatives are included in the description.

Provide position, position description, and name of person in the position:

Chapter Support

Describe up to three APTD/CPLP certification goal(s) that are included in your chapter goals.

Provide APTD/CPLP certification goal(s):

Chapter Support

Do you give a chapter-sponsored award to individuals who have earned the APTD or CPLP credential?

Describe award, date given, and to whom:

Chapter Support

Document and provide evidence of how your chapter publicly recognizes members who earn the APTD or CPLP, such as through press releases, newsletters, websites, and social media.

Describe method(s) of recognition and date(s):
Chapter Support

Does your chapter have a scholarship awarding support for the APTD or CPLP exam or to purchase test preparation materials?

Describe scholarship here and list the recipient(s):

Chapter Support

Document and provide examples of chapter distribution of APTD/CPLP promotional materials at chapter meetings or in new member kits.

Please describe and upload examples below as supporting documentation:

Chapter Support (optional)

Upload supporting documents for APTD/CPLP promotional materials:

Chapter Support (optional)

URL Link to any APTD/CPLP promotional materials distributed at chapter meetings:

Chapter Support

Document APTD/CPLP recertification point opportunities available through chapter activities (membership, leadership, and participating in related chapter professional development programs).

Describe the recertification opportunities:

Chapter Support

Document and describe any chapter programs focused on APTD or CPLP (these should be different programs from those listed as specific AOE-focused programs, such as APTD/CPLP program overview).

Describe program(s):
SECTION THREE
Collaboration: Two questions
Collaboration
Did your chapter work with an institute of higher learning, a local organization, or a local industry with a focus on APTD/CPLP preparation?

Provide name(s) of partner organization(s) and describe relationship(s):

Collaboration
Did you partner with other ATD chapters to promote the APTD or CPLP credential?

Identify chapter partner(s) and describe partnership:

SECTION FOUR
Marketing: Six questions
Marketing
Document and provide examples of chapter marketing promoting the APTD or CPLP credential. Points given for each medium. Provide supporting documents and/or URL link below.

Marketing (optional)
Supporting Documents Upload: Marketing APTD/CPLP on chapter website, in a newsletter, or through other communications.

Marketing (optional)
APTD/CPLP Marketing URL Link

Marketing
Did your chapter issue a press release to local media announcing local CPLPs or APTDs, the value of certification credentials to organizations, or chapter APTD/CPLP study groups? If yes, upload supporting document and/or provide URL link below.
Yes
No
Marketing (optional)
Press Release Supporting Document Upload

Marketing (optional)
Press Release URL Link

Marketing
Did your chapter write a certification-related blog or newsletter? If yes, upload supporting documents or provide link(s) to blog and/or newsletter below.

Yes
No
Marketing (optional)
Did your chapter write a certification-related blog or newsletter? If yes, upload supporting documents or provide link(s) to blog and/or newsletter below.

Marketing (optional)
Additional link to blog and/or newsletter:

Marketing (optional)
Blog or newsletter supporting documents (Upload file):

Marketing (optional)
Additional blog or newsletter supporting documents (Upload file):

Marketing
APTD or CPLP presentations to local groups or non-chapter events.
List date(s), presentation topic(s), presenter(s), and company name(s):

Marketing

Has your chapter found a creative way to promote ATD certification? Describe innovation:

**Bonus**

Is there anything else your chapter did in 2019 related to the APTD/CPLP that you would like the review team to know? Describe here:

Please provide any additional supporting documents or URLs below.

Supporting Documents Upload (optional)

Supporting Documents Upload (optional)

Supporting Documents Link (optional)

Please copy and paste the URL to any online supporting documentation.

Supporting Documents Link (optional)

Please copy and paste the URL to any online supporting documentation.

**End of Application**

*Thank you for completing the CEA application for Excellence in Advancing the Profession Through ATD Certification!*