A Quick Guide to Applying for the APTD Exam

Before You Begin

- Review the APTD Handbook.
- You must have an ATD Account Number or Member Number and password. If you do not have a td.org account, you can create one here: https://login.td.org/. For assistance, contact ATD Customer Care at 800.628.2783.
- 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. Candidates requiring special accommodations must notify ATD CI of their request before submitting the application so that we may work with the testing company to provide accommodations. Please contact Diane Daly at ddaly@td.org to request ADA accommodation. Please include “ADA Request” in the subject line of the email.

Applying for the APTD
Step 1 Application

Go to the APTD webpage and click on the Register button.

Register for the APTD Exam

Note: If this is your first time in the application system, you may need to complete additional demographic fields and select that you are interested in the APTD program.

To do so, click Supporting Requirements and then click on Click to Respond.

Choose Associate Professional in Talent Development.
Once chosen, click Submit.

Then click Complete a Form.

This will open the Forms Page. Click on the APTD Application.
Complete the Application being sure to fill in all areas as follows:

- Current Employment Demographics
- Formal Education
- ATD Masters Series Program (Exam Waivers) -- if applicable
- Employment Background
- Demographic Information
- Special Accommodations-- if applicable. Note: A written request must be received prior to filling out the application. Send request to Diane Daly and ddaly@td.org.
- Agreements

When you are done, click Submit Form at the bottom of the page. Incomplete applications will not be approved.

Your application will be reviewed by an ATD CI staff member within 5-7 business days. ATD CI Staff will email you with the results of the review.

If your application is accepted, you will then register for the window and pay the APTD exam fee. (See next step for instructions on registering for the window and paying.)

If your application is denied, further instructions will be provided in the email.
Applying for the APTD
Step 2 Registering and Paying

Once your application has been accepted, go to the APTD webpage and click on the Register button to return to the ATD CI Application site.

![Register for the APTD Exam](image)

Once on the site, click Complete a Form.

![Complete a Form](image)

Two forms will appear. Click on the APTD Registration Form.
On the form you will register for the window for which you wish to take the exam. (Note: scheduling your seat at the test center will be done later.)

You will then be taken to the Payment page.

**For credit card payments:** You may pay with a credit card immediately.

**For payments by check:** Select “Pay with Check by Mail” and Submit order. Please click Confirm payment on the next page. The page that appears will need to be printed and mailed with your check to:

ASTD CI
1640 King Street, Box 1443
Alexandria, VA 22313-1443

If you need an invoice sent to you, please contact Diane Daly at ddaly@td.org.

**For wire transfers:** Contact Diane Daly at ddaly@td.org.

Once payment has been received and the appointment scheduling window opens, the APTD test delivery vendor will contact you with instructions on scheduling your exam. Be sure to schedule your exam as soon as possible once scheduling opens. Seats are available on a first come, first served basis and test centers fill fast.

For questions, please contact ATD Customer Care at 800.628.2783 or email ATD CI at APTDCertification@td.org.

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