2020
Recertification Policies
APTD & CPTD Credentials

For certificants recertifying between January 30, 2020 and April 30, 2021

ATD Certification Institute
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Website: www.td.org/ci-recertification
CPTD and APTD Recertification Policies

Table of Contents

CPTD and APTD Recertification Policies ...................................................................................................................... 0

Table of Contents .......................................................................................................................................................... 0

Recertification Policies - January 30, 2020 – April 30, 2021 .................................................................................. 1
  Continuing Education ..................................................................................................................................................... 1
  Speaking and Instructing .............................................................................................................................................. 2
  On-the-Job Experience ................................................................................................................................................. 2
  Research and Publishing ............................................................................................................................................... 3
  Leadership and Recognition .......................................................................................................................................... 3
  Professional Membership ............................................................................................................................................. 4

Recertification Administrative Procedures ................................................................................................................. 5
  Submission Instructions .................................................................................................................................................. 5
  Review Process ............................................................................................................................................................. 5
  Fees ............................................................................................................................................................................... 5
  Application Audit Process ......................................................................................................................................... 5
Certified Professional in Talent Development (CPTD) and Associate Professional in Talent Development (APTD) credential holders must demonstrate continued competence in the field by providing evidence of professional development activities every three years. To maintain their designations, CPTDs must accumulate 60 recertification points and APTDs must accumulate 40 recertification points during each three-year cycle.

The goal of recertification is to ensure that those certified through the ATD Certification Institute remain current about new trends and developments in the field; therefore, all professional development activities must align with the knowledge and skills outlined in the ATD Talent Development Capability Model. Detail on the model can be found here. www.td.org/capability-model.

For CPTD and APTD credential holders who are recertifying between January 30, 2020 and April 30, 2021, recertification points can be earned in the following manner:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Maximum Allowable CPTD Points Per Three-Year Period</th>
<th>Maximum Allowable APTD Points Per Three-Year Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continuing Education</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>2. Speaking and Instructing</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>3. On-the-Job Experience</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>4. Research and Publishing</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>5. Leadership and Recognition</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>6. Professional Membership</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Required</strong></td>
<td><strong>60</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

**Recertification Categories**

**Continuing Education** 45 point max for CPTD/30 point max for APTD

Recertification points can be earned for education programs on talent development-related topics.

- Educational activities must contribute to the CPTDs/APTDs understanding of the talent development profession and align with any capability outlined in the ATD Talent Development Capability Model (www.td.org/capability-model).
- There is no minimum number of points that must be earned in the Continuing Education category for CPTD and APTD credential holders recertifying between January 30, 2020 and April 30, 2021.
- One point is awarded for each contact hour of continuing education, including face-to-face and instructor-led online programs.
- Self-paced, on-demand courses may qualify if proof of completion can be obtained.
- All educational activities must be at least 30 minutes in length to qualify.
- Recertification points are not awarded for meals, breaks, networking, registration, preparation or assignments that occur after the program has been completed.
- Recertification points are not awarded for earning another certification; however, points can be earned for educational programs undertaken to learn new talent development related content needed to qualify for another designation.
Examples of Eligible Continuing Education Activities:

- Commercially available talent development educational programs and workshops.
- Educational sessions related to the talent development industry at events such as ATD or SHRM sponsored national conferences.
- Local talent development-related chapter events or talent development industry meetings
  - *Business meetings, committee meetings, and general information meetings are not eligible.*
- ATD CI volunteer activities, such as item writing or other with pre-assigned credits awarded.
- Undergraduate or graduate-level talent development courses at an accredited institution qualify for 15 points per credit hour.
- Reading Talent Development Book(s) published since the date of your last certification period are eligible for up to 3 points per book with a maximum of 15 points in a 3-year cycle.
  - Reading any ATD-published or non-ATD-published book on the topic of talent development
  - Books read as part of an ATD or Chapter book club qualify as continuing education regardless of publishing date if the book is new the credential holder.

### Speaking and Instructing

| 20 point max for CPTD/ 15 point max for APTD |

Points are awarded per hour and can be earned for the following activities:

- Speaking or instructing on talent development-related topics within or outside one’s own role.
- Presenting at a conference on a topic aligned with the ATD Talent Development Capability Model.
- Applying your professional talent development skills in a volunteer setting by speaking or instructing on a pro bono basis.
- Points are awarded the first time the presentation is made and may not be earned for repeated presentations.
- For every hour of delivery, the individual may claim up to two hours of development time. Development time cannot exceed twice the delivery time.

### Example of Eligible Speaking and Instructing Activities

- Presenting a program on a talent development topic at a conference at the national or local level.
- Presenting at an annual meeting for a talent development professional society.
- Conducting speaking engagements or instructing private organizations (e.g.: community groups, professional business groups, a class at a university or college, or charities) on a topic that is within the realm of developing talent.
- Providing or developing training on a pro-bono basis for a non-profit group on any topic.

### On-the-Job Experience

| 20 point max for CPTD/ 15 point max for APTD |

Recertification points are awarded for on-the-job activities that add or enhance your understanding of the talent development body of knowledge. Points can be earned for a project completed on-the-job that builds new knowledge or skills aligned with the ATD Talent Development Capability Model.

### Examples of Eligible On-the-Job Experience Activities

- Developing a competency model for your organization.
- Designing a new workplace training program.
- Calculating return on investment for a new workplace training program.
- Implementing a new Learning Management System.
Points are awarded per published work as specified in the following list. Co-authors earn half points.

- **Book/Thesis** = **20 points**
- **TD at Work (~5000 words)** = **12 points**
- **Book Chapter** = **10 points**
- **Academic or Peer-Reviewed Article (at least 2500 words)** = **6 points**
- **Professionally-published article (i.e., TD Magazine of at least 1800 words)** = **4 points**
- **Blog post (600-800 words)** = **2 points**
- **Published job aid or performance support tool** = **2 points**

**Examples of Eligible Research and Publishing Activities**

- Author or co-author of a talent development-related article in a journal or magazine
- Author or co-author of a book or chapter in a talent development-related book.
- Author or co-author of a talent development-related dissertation or master’s thesis.

**Ineligible activities:** Work that is part of a marketing effort rather than a teaching effort, website comments, wiki entries, and other unedited online items. Articles for internal company newsletters or self-published work do not qualify for recertification points.

**Leadership and Recognition**

Points are awarded for specific activities that support the profession through volunteerism and/or leadership.

- Leadership points are awarded for volunteer activities for talent development-related national or local associations (such as ATD and SHRM).
- Awards given to the individual for contributions to the field. Awards given to or by your employer do not qualify for recertification points.
- Leadership activities do not have a talent development link (e.g.: HOA board member) do not qualify.
- Utilizing your talent development skills for a non-profit on a pro-bono basis can be claimed under leadership and recognition if not already claimed under speaking and instructing.
- Participation in ATD sanctioned mentoring process for CPTD or APTD candidates.

Following are some examples of activities that qualify for recertification points in the Leadership and Recognition category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
<th>Points Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Development Officer, National</td>
<td>ATD Board Member&lt;br&gt;ATD CI Board Member&lt;br&gt;ATD Program Advisory Committee (PAC)&lt;br&gt;National Advisors for Chapters (NAC)&lt;br&gt;Board Member, National Organization</td>
<td>10</td>
</tr>
<tr>
<td>Talent Development Officer, Local</td>
<td>ATD Chapter President&lt;br&gt;ATD Chapter Director of Certification&lt;br&gt;ATD Chapter Director of Membership&lt;br&gt;ATD Chapter Treasurer</td>
<td>7</td>
</tr>
<tr>
<td>Talent Development Committee Member - National</td>
<td>Editorial Board for talent development-related magazine</td>
<td>5</td>
</tr>
</tbody>
</table>

Recertifying between January 30, 2020 and April 30, 2021

Last Updated 1/28/2020
<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
<th>Points Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Development Committee Member - Local</td>
<td>ATD Chapter Program Committee</td>
<td>5</td>
</tr>
<tr>
<td>Talent Development-Related Award from A National Talent Development Association</td>
<td>ATD CPTD Contributor Award ATD Volunteer Partnership Award</td>
<td>2</td>
</tr>
<tr>
<td>Talent Development-Related Award from A Local Talent Development Association</td>
<td>ATD Chapter Volunteer Award</td>
<td>1</td>
</tr>
<tr>
<td>ATD CI Team (Public Relations support)</td>
<td>Certification Promotional Webcast, serving as a program ambassador</td>
<td>As assigned</td>
</tr>
<tr>
<td>ATD-Related Support Activities</td>
<td>ATD Review Team Member ATD Excellence in Practice Awards</td>
<td>5</td>
</tr>
</tbody>
</table>

**Professional Membership**

- Points are awarded per year for active membership in a national, international, or local talent development-related professional association or society.
- Points are earned for unique and mutually exclusive experiences and not for interrelated experiences. For example, you may not earn points for being a chapter member and a chapter president for the same term.

**Examples of Eligible Leadership and Recognition Activities**

- ATD National Member = **4 CPTD points or 3 APTD points per year**
- ATD Chapter Member = **3 CPTD points or 2 APTD points per year**
- Other national or local talent development-related membership (such as SHRM) = **2 CPTD points or 1 APTD point per year**
Recertification Administrative Procedures

Submission Instructions

After April 1, 2020, credential holders will be able to submit recertification information through an online system accessible through the td.org website. Instructions for the new system will be available in April 2020.

For credential holders recertifying through April 30, 2020, we will accept a hard copy, emailed fillable pdf form or online submission. After April 30, 2020, we will no longer accept paper or emailed submissions.

1. Through April 30, 2020, you may submit completed recertification application using the fillable pdf form found here: [Recertification Applications 2020]
2. Please save your application with your name in the filename [ex: JaneSmith_cptd_recert_2020]
3. Email completed application to recertification@td.org
4. Do not submit supplemental documentation unless requested.
5. Through April 30, 2020, you may mail a hard copy of your application to:

   ATD CI
   c/o Recertification
   1640 King St.
   Alexandria, VA 22314

Review Process

- Candidates must submit the recertification information by the recertification deadline.
- Candidates may apply for an extension if there are extenuating circumstances, such as grave illness, but approval must be obtained at least 30 days prior to the deadline by emailing recertification@td.org.
- Applications will be reviewed by ATD Certification Institute (ATD CI) staff.
- If there is a problem with your recertification materials, ATD CI staff will contact you to resolve it. We suggest that you include more than the minimum required credits in the event that there are issues with activities that you have reported.
- Once your application is approved, you will be recertified and a new certificate will be issued.

Fees

The CPTD recertification application fee is $200 dollars. The APTD recertification application fee is $150 dollars. The fee must be paid at the time you submit your application. If your application for recertification is denied, your fee will be refunded.

Application Audit Process

ATD CI will audit 10% of recertification applications after they are received. Audited applications will be randomly selected. The audit review process is as follows:

1. Selected individuals will be asked to submit supporting documentation of their activities as outlined in the recertification application document after their application has been received.
2. If your documentation is insufficient, an ATD CI staff will provide you with feedback through email and you will have an opportunity to correct it and resubmit.
3. You will have two weeks to submit corrections after feedback has been provided.
4. If your documentation suffices, you will be recertified and a new certificate will be issued.

Important! To ensure you receive all recertification information, be sure to have up-to-date contact information on your Certification Record. To update your official record, please go to the Certification Application System.