

# Excellence in Advancing the Profession Through ATD Certification: 2022 Planning Worksheet

The 2022 Chapter Excellence Awards recognize efforts that took place in the 2021 calendar year. Applications must be submitted online by December 31, 2021. Please use this worksheet for planning purposes only. Chapters will be asked to address each of the following when completing the application.

## MEMBER PARTICIPATION

List the names of chapter members, including board members, with the Association Professional in Talent Development (APTD) or Certified Professional in Talent Development (CPTD) credential. Points are awarded for each chapter member.	<i>ATD will provide data for this section. However, please include any member participation within your chapter of which you are aware.</i>
Provide names of chapter members who served as volunteers for the ATD Certification Institute in 2021 (duties may include product feedback, item development, scoring). Points are awarded for each volunteer. List volunteers, dates, and duties.	<i>ATD will provide data for this section. However, please include any member participation within your chapter of which you are aware.</i>
Has your chapter sponsored an APTD and/or CPTD Study Group(s)?	Document the number of participants, start and end dates, and location(s).

## CHAPTER SUPPORT

Show chapter efforts or programs held that focused on or aligned with the ATD Talent Development <a href="#">Capability Model</a> and/or the capability areas of the Model.	List speaker(s), topic(s), and date(s). Points are awarded for each area covered.
Does your chapter have a board position dedicated to certification? If not, points will be given for documenting board positions where APTD/CPTD initiatives are included in the description.	Provide position, position description, and name of person in the position.
Describe APTD/CPTD certification goal(s) that are included in your chapter goals.	Describe up to three goals.
Do you give a chapter-sponsored award to individuals who have earned the APTD or CPTD credential?	Describe the award, date given, and recipient(s).
How does your chapter recognize members who earn the APTD or CPTD, for example, press releases, social media, or newsletters?	Describe method(s) of recognition, including dates.
Does your chapter have a scholarship awarding support for the APTD or CPTD exam or to purchase test preparation materials and/or <i>Talent Development Body of Knowledge (BoK)</i> .	Describe scholarship and list recipients.
What type of opportunities does your chapter offer to earn recertification points, such as membership, leadership, participating in related chapter professional development programs?	Describe the recertification opportunities.
Did your chapter host any programs focused on ATD Certification (these should be different programs from those listed as specific domain/capability-focused programs, such as APTD/CPTD program overview).	Document and describe.

## COLLABORATION

Did your chapter work with an institute of higher learning, a local organization, or local industry with a focus on APTD/CPTD preparation?	Document and describe.
Did you partner with other ATD chapters to promote the APTD or CPTD credential?	Describe the partnership.

**MARKETING**

Document and provide examples of chapter marketing/promotional materials the APTD or CPTD credential.	List each medium and provide examples of marketing. Points are awarded for each medium.
Did your chapter issue a press release to local media announcing local CPTDs or APTDs, the value of certification credentials to organizations, or chapter APTD/CPTD study groups?	Upload supporting documents and/or provide URLs.
Did your chapter write a certification-related blog or newsletter?	Upload supporting documents.
Did your chapter conduct any APTD or CPTD presentations to local groups or non-chapter events?	List date(s), presentation topic(s), presenter(s), and company name(s).
Has your chapter identified a creative way to promote ATD Certification?	

**BONUS**

Is there anything else your chapter did in 2021 related to the APTD/CPTD that you would like the review team to know?	Describe efforts.
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