Applying for a Certification

Step 1: Log into the certification portal here.

Step 2: Choose a credential: On the landing page select “Browse Credentials” to choose the credential for which you’d like to apply. Click on “Save to My Home” to land back on your credential page the next time you return.
**Step 3: Choose a pathway:** For APTD applicants, choose the APTD Standard Pathway unless you have completed an ATD Master Series program, such as the Master Trainer program, in the past three years. In that case, choose the Master Series Pathway.

For CPTD applicants, choose the standard pathway unless you have an APTD credential or have completed an ATD Master Series program in the past five years, then choose the appropriate pathway.

**Step 4: Read and agree to the attestation.** After reviewing the attestation, please enter your name or initials at the bottom of the screen.

**Step 5: Choose testing window:** You will have 18 months in which to successfully complete the exam from the date you submit your application. From the drop-down menu, choose the testing window in which you would like to test. Please note, ATD CI typically has the next three testing windows open for candidates to choose from when they apply.
• Starting in January 2021, APTD and CPTD exams will be offered in alternating months. APTD exams will be given in odd-numbered months (January, March, May and so on) and CPTD exams will be offered during even-numbered months (February, April, June and so forth).

Step 6: Complete your application: Follow the steps within the application to submit all the details that are required. The Certification Portal automatically saves all your entries as you complete them; you do not need to “save” anything. You can come back to complete your details at any time. To complete your application, you should have the following items handy:

• Recent resume
• Details about your relevant work experience, including references
• Details about your qualifying professional development activities, including dates of participation, during the past 3 years for APTD applicants or 5 years for CPTD applicants
• Certificate from ATD Master series if you have completed one
• Documentation supporting request for special accommodations

You will need to supply supervisor name and contact information
Step 7: Enter Professional Development Activities: To be eligible to sit for the APTD or CPTD exams, you will need to provide details qualifying professional development activities that you have completed.

- **APTD**: 28 hours in the past 3 years
- **CPTD**: 60 hours in the past 5 years

Professional development activities must relate to the Professional or Organizational Capability domains described in the [ATD Capability Model](#). More details about the types of professional development activities that qualify can be found in your [Candidate Handbook](#) or by reviewing the short presentation that can be found [here](#).

For professional development activities, you will need to provide the type of activity, dates, number of direct contact hours and the capabilities covered based on the ATD Talent Development Capability Model.
Be aware that when you need to enter a date, a calendar widget will appear. To move more quickly to your desired date, click on the Month/Year at the top of the widget to move from individual dates to months or years as below.

**Step 8: Special Accommodations:** If you will require special accommodations during testing, select yes. You will need to complete and attach the Special Accommodations form, as well as documentation from a medical professional on their stationary.

**Special Accommodations**

Are you requesting special accommodations in accordance with the Americans with Disabilities Act (ADA) for testing?

Select: *Yes*  *No*

Since you are requesting special accommodations, please click here to access a form to complete. Once you have completed the form and are ready to supply additional documentation in support of your request, combine the documents into one file and attach below. If you are unable to combine the files, please use the additional file uploads below.

Attach your completed file here:  
Choose File  No file chosen

Do you have another file to upload?  
Yes  No

**Step 9: Submit Your Application:** Once your application is complete, click submit and you will be taken to the payment portal. Your application is not complete until you have paid. Please note, ATD CI does randomly select 10% of applications for audit. If you are selected for audit, you will receive instructions about what to do next.
Step 10: Schedule Your Exam: If your application is approved, you will be able to select Schedule Exam from the navigation at the left.

Once there, you click on the blue Manage Exam Appt or Launch Exam button. You will then be asked if you wish to take your exam at a local test center or online from your home or office (remote proctoring option). If you’re not sure which option is for you see this page for more information.

Whichever option you choose, ATD CI recommends that you not wait until the last minute to schedule an exam appointment since the time slots do fill up as the date gets closer. It’s wise to schedule your exam appointment at least one month in advance to get a better choice of dates, times and locations.

Once you’ve scheduled your exam appointment, it’s time to study! See the active candidates page for a study planning guide.