

## Applying for a Certification

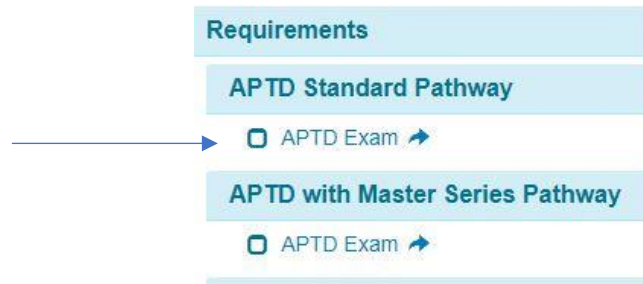
**Step 1:** Log into the certification portal [here](#).

The screenshot shows the ATD Certification Institute Online Credential Management System dashboard. On the left is a navigation menu with categories: Home, CREDENTIALS (Browse Credentials), INFORMATION (Documents, Messages), EXAMS (Schedule Exam, Results), and RECERTIFICATION ACTIVITY (Manage Activities). The main content area has a blue header with the system name and Candidate ID: 11568461. Below this is a 'Notifications' section with a 'close all' link. A notification box titled 'Welcome' is displayed, dated 'Mar 30', with a close button. The notification text reads: 'Welcome to your ATD Certification Institute candidate portal. This is where you will apply for your examinations with the Association for Talent Development Certification Institute (ATD CI). Please browse for the credential you want to apply for by clicking on this notification box or selecting "Browse Credentials" from the menu.'

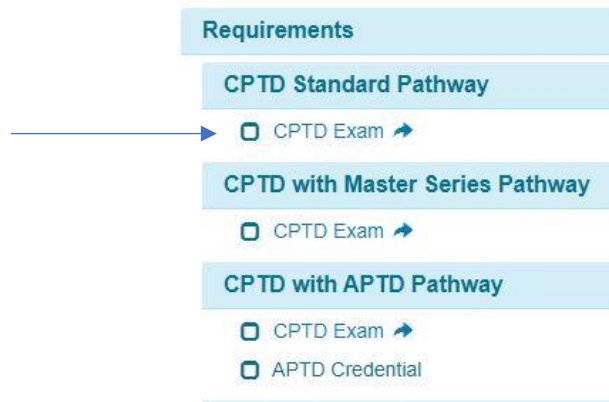
**Step 2: Choose a credential:** On the landing page select “Browse Credentials” to choose the credential for which you’d like to apply. Click on “Save to My Home” to land back on your credential page the next time you return.

The screenshot shows the credential selection page. On the left is the same navigation menu as in the previous screenshot, with a blue arrow pointing to 'Browse Credentials'. The main content area displays two credential options: 'Associate Professional in Talent Development™ (APTD)' and 'Certified Professional in Talent Development™ (CPTD)'. Each option has a 'Requirements' section with three pathways: 'Standard Pathway', 'with Master Series Pathway', and 'with APTD Pathway' (for CPTD). Each pathway includes a 'CPTD Exam' or 'APTD Exam' link. To the right of each pathway list is a descriptive paragraph about the certification. At the bottom right of the APTD section is a green 'Save to my Home' button with a right-pointing arrow.

**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.

## Attestation

### Code of Ethics

Directions: Read and Agree to the Code of Ethics.

ATD CI Code of Ethics

Candidates must agree to the ATD Certification Institute (ATD CI) Code of Ethics, that describes the behavior expected of a talent development professional. Clients and employers insist on the highest possible standards of personal integrity, professional competence, sound judgment, and discretion. Developed by the profession for the profession, the Code of Ethics is the public declaration of talent development professionals' obligations to themselves, their profession, and society. Any

**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).

Testing Window

Choose the testing window in which you would like to test \*

7/6/2020-9/23/2020

APTID Application

**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

Employment History

The APTD Standard Pathway requires **Three years (36 months) of work experience** with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar

Please provide your talent development employment history. Complete all fields for each position you wish to be considered toward your eligibility.

PLEASE NOTE: The following questions will automatically save your responses as you enter them. To add additional work experience entries, use the **Add Work Experience** button below.

Position \* Instructional Designer 02-2010 — 08-2019  current

Company Name \* ATD

Company Address \* 1640 King Street

Name of Supervisor \* Super Visor

Supervisor Title \* Boss

Supervisor Telephone \* 123456123

Supervisor Email \* boss@boss.com

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](#).

### APTD Standard Pathway Education/Professional Development

APTD Standard Pathway requires **Twenty-eight (28) hours of professional development** over the past 60 months in talent development content. Talent Development content is considered topics related to the Developing Professional Capability and Impacting Organizational Capability of the ATD Capability Model.

Enter Education/Professional Development Activities Here:

**Type of activity \*** Conference

**Title of activity \*** ATD International Conference

**Activity organizer \*** ATD

**Start Date \*** 2019-05-19

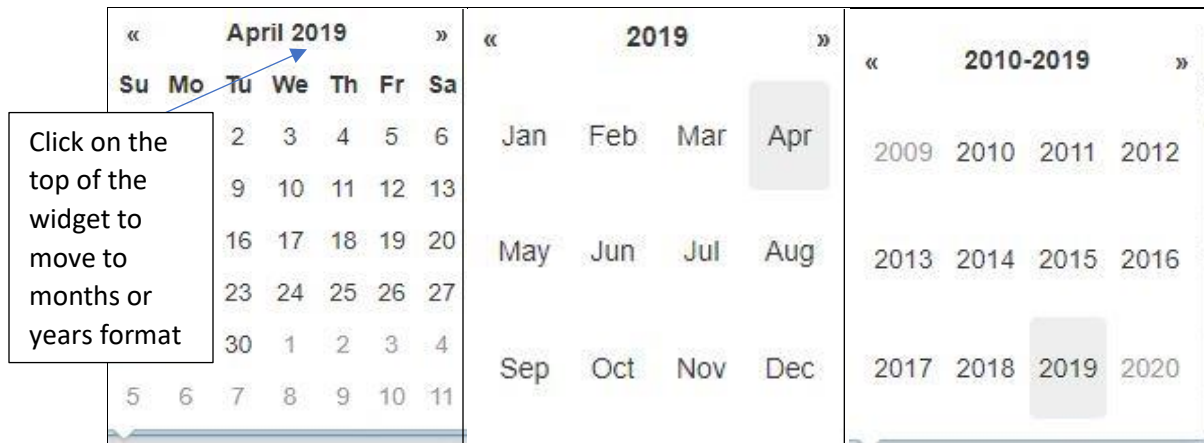
**End Date \*** 2019-05-22

**Number of Hours \*** 15

**Capabilities covered \*** Knowledge Management  
Career & Leadership Development  
Coaching  
Evaluating Impact  
Business Insight

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

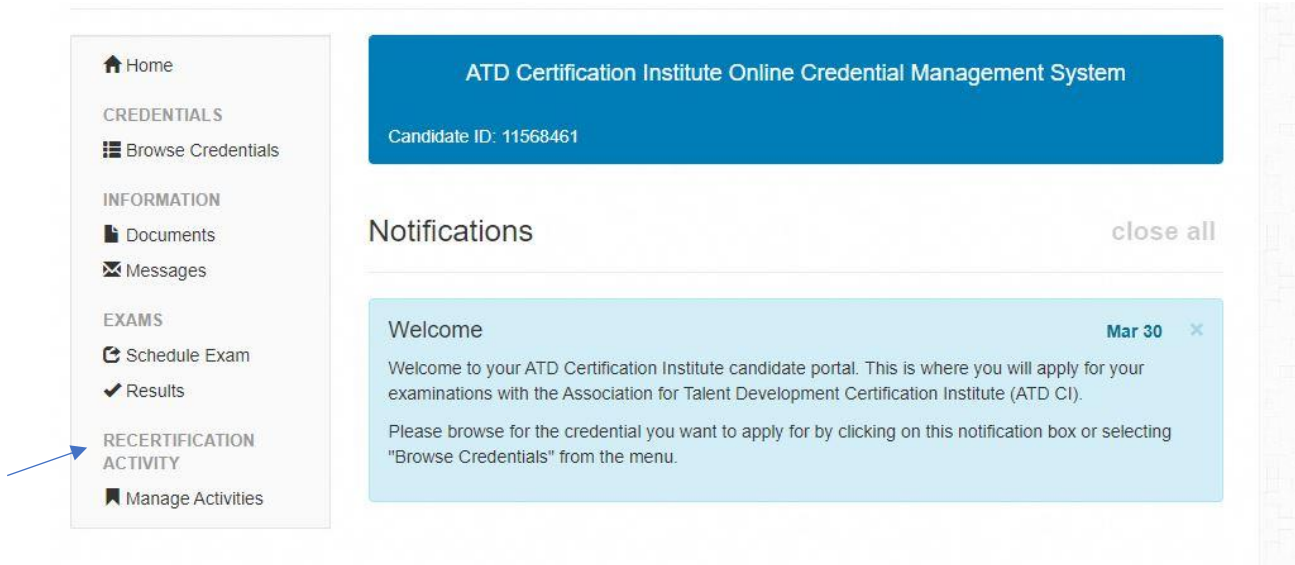
Since you are requesting special accommodations, please click [here](#) to access a form to complete. Once you have completed the form and are ready to supply additional documentation in support of your request, combine the documents into one file and attach below. If you are unable to combine the files,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

Attach your completed file here:  No file chosen

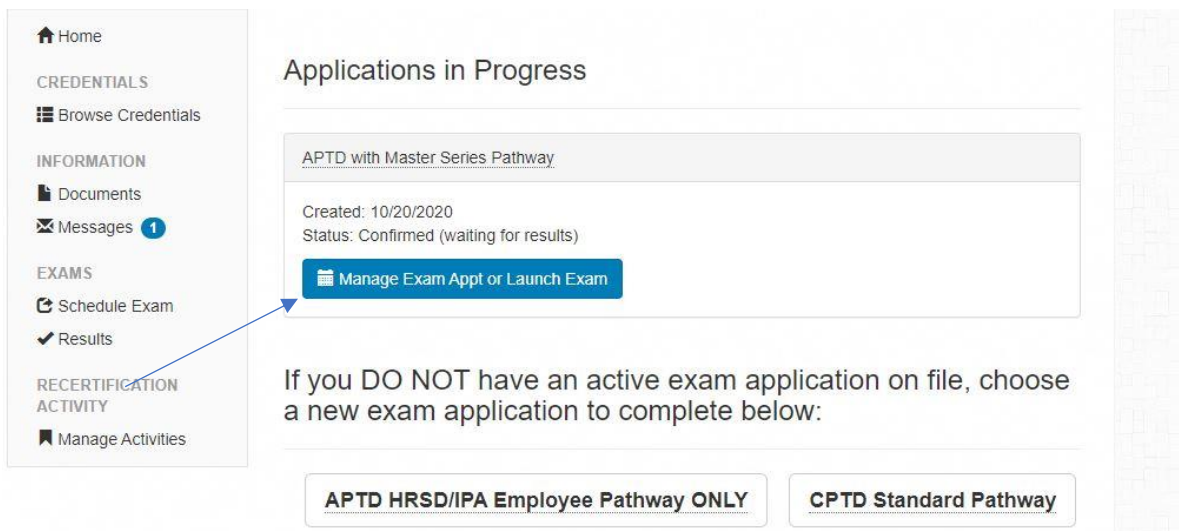
Do you have another file to upload?  Yes  No

**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.