

ELIGIBILITY REQUIREMENTS

To be eligible for the APTD program, all candidates must meet all criteria of one of the following pathways.

- ❑ **Standard Pathway**
 - ❑ Have at least three (3) years (36 months) of paid, professional work experience* in talent development or related fields **and**
 - ❑ Completed 28 hours of professional development** within the most recent three years
- ❑ **ATD Master Pathway**
 - ❑ Have at least three (3) years (36 months) of paid, professional work experience* in talent development or related fields **and**
 - ❑ Have earned an ATD Masters designation (entire professional development requirement fulfilled by earning an ATD Masters)

	Standard Pathway	ATD Master Pathway
Experience	Three years (36 months) of paid, professional work experience* with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar	Three years (36 months) of paid, professional work experience* with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar
	PLUS	PLUS
Education / Professional Development	Twenty-eight hours (28) of professional development over the past 36 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	Successful completion of any ATD Master Series Certificate within the past three years (36 months)

*Paid, professional **work experience** is defined as on-the-job experience, working with adults, performing talent development activities as described in the Developing Professional Capability and/or Impacting Organizational Capability domains of the Talent Development Capability Model.

Candidates must have reached the required months of experience at the time of application.

The **Professional Development eligibility requirement is designed to assist in ensuring applicants for certification have a solid foundation of talent development knowledge on which to be assessed.

Professional Development for eligibility is defined as activities where the content covered falls into the Building Professional Capability and the Impacting Organizational Capability domains of the Talent Development Capability Model. Content from concepts found in the Developing Personal Capability domain are not applicable for eligibility. Courses designed to prepare you for the certification exam may be

applicable, if preapproved. ATD's preparation courses for the APTD can be reported for a total of 20 hours of professional development eligibility.

Examples of Eligible Continuing Education Activities:

- Attending commercially available talent development educational courses or talent development workshops.
- Attending educational sessions related to the talent development industry at local conferences such as ATD or SHRM chapter sponsored conferences.
- Attending talent development chapter events or other talent development industry meetings
 - Business meetings, committee meetings, and general information meetings are not eligible.
- Attending undergraduate or graduate-level talent development courses from an accredited institution are eligible for 15 hours per semester credit hour.

Other points to consider:

- Applicants should retain proof of completion in the event they are selected for audit
- One hour is awarded for each physical hour of a continuing education activity unless otherwise specified.
- Hours are accrued on an hourly basis for all educational time in talent development related continuing education events, including online training. Prorated hours (in 15- minute increments) are permissible after the first 30 minutes.
- All educational activities must be at least 30 minutes in length to qualify.
- Educational activities must directly contribute to the talent development professional's understanding of concepts that fall within the Building Professional Capability and Impacting Organizational Capability domains of the Talent Development Capability Model. Content from concepts found in the Developing Personal Capability domain are not applicable for eligibility.
- Courses designed to prepare you for APTD certification exams may be applicable, if preapproved. ATD's preparation courses for the APTD can be reported for a total of 20 hours of professional development eligibility
- Hours are not awarded for non-educational time incorporated in educational activities such as meals, breaks, networking, registration, preparation, and assignments.

Eligibility Requirements

To be eligible for the CPTD program, all candidates must meet all criteria of one of the following pathways.

- ❑ **Standard Pathway**
 - ❑ Have at least five (5) years (60 months) of paid, professional work experience* in talent development or related fields **and**
 - ❑ Completed 60 hours of professional development** within the most recent five years
- ❑ **APTD Pathway**
 - ❑ Have at least four (4) years (48 months) of paid, professional work experience* in talent development or related fields **and**
 - ❑ Have earned the Associate Professional in Talent Development (APTD) certification and be in good standing
- ❑ **ATD Master Pathway**
 - ❑ Have at least five (5) years (60 months) of paid, professional work experience* in talent development or related fields **and**
 - ❑ Have earned an ATD Masters designation (entire professional development requirement fulfilled by earning an ATD Masters)

	Standard Pathway	APTD Pathway	ATD Master Pathway
Experience	Five years (60 months) of paid, professional work experience* with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar	Four years (48 months) of paid, professional work experience* with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar	Five years (60 months) of paid, professional work experience* with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar
	PLUS	PLUS	PLUS
Education / Professional Development	Sixty hours (60) 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	Holds a current APTD credential. The APTD must be current and in good standing at the time of application.	Successful completion of any ATD Master Series Certificate within the past five years (60 months)

*Paid, professional **work experience** is defined as on-the-job experience, working with adults, performing talent development activities as described in the Developing Professional Capability and/or Impacting Organizational Capability domains of the Talent Development Capability Model.

Candidates must have reached the required months of experience at the time of application.

The **Professional Development eligibility requirement is designed to assist in ensuring applicants for certification have a solid foundation of talent development knowledge on which to be assessed.

Professional Development for eligibility is defined as activities where the content covered falls into the Building Professional Capability and the Impacting Organizational Capability domains of the Talent Development Capability Model. Content from concepts found in the Developing Personal Capability domain are not applicable for eligibility. Courses designed to prepare you for the certification exam may be applicable, if preapproved. ATD's preparation courses for the APTD can be reported for a total of 20 hours of professional development eligibility.

Examples of Eligible Continuing Education Activities:

- Attending commercially available talent development educational courses or talent development workshops.
- Attending educational sessions related to the talent development industry at local conferences such as ATD or SHRM chapter sponsored conferences.
- Attending talent development chapter events or other talent development industry meetings
 - Business meetings, committee meetings, and general information meetings are not eligible.
- Attending undergraduate or graduate-level talent development courses from an accredited institution are eligible for 15 hours per semester credit hour.
- Applicants should retain proof of completion in the event they are selected for audit
- One hour is awarded for each physical hour of a continuing education activity unless otherwise specified.
- Hours are accrued on an hourly basis for all educational time in talent development related continuing education events, including online training. Prorated hours (in 15- minute increments) are permissible after the first 30 minutes.
- All educational activities must be at least 30 minutes in length to qualify.
- Educational activities must directly contribute to the talent development professional's understanding of concepts that fall within the Building Professional Capability and Impacting Organizational Capability domains of the Talent Development Capability Model. Content from concepts found in the Developing Personal Capability domain are not applicable for eligibility.
- Courses designed to prepare you for the certification exam may be applicable, if preapproved. ATD's preparation courses for the APTD can be reported for a total of 20 hours of professional development eligibility.
- Hours are not awarded for non-educational time incorporated in educational activities such as meals, breaks, networking, registration, preparation, and assignments.