

Excellence in Advancing the Profession Through ATD

Certification: 2020-2021 Planning Worksheet

Applications must be submitted online by December 31, 2020. Please use this worksheet for planning purposes only. Chapters will be asked to address each of the following when completing the application.



Member Participation – (ATD will include data for this section on the chapter’s behalf.)

List the names of chapter members, including board members, with the APTD or CPTD credential.	List names. Points are awarded for each board and chapter member.
Provide names of chapter members who served as volunteers for the ATD Certification Institute in 2020 (duties may include product feedback, item development, scoring).	List volunteers, dates, and duties. Points are awarded for each volunteer.
List number of APTD or CPTD study group including participant names, start and end dates, and location(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 Capability Model and/or the capability areas of the Model. List the efforts below (i.e. encouraging people to complete the self-assessment or programs (speakers/topics/dates).	Points awarded for each domain or capability 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 up to three APTD/CPTD certification goal(s) that are included in your chapter goals.	Provide APTD/CPTD certification goal(s).
Do you give a chapter-sponsored award to individuals who have earned the APTD or CPTD credential?	Describe award, date given, and to whom.
Document and provide evidence of how your chapter publicly recognizes members who earn the APTD or CPTD, such as through press releases, newsletters, websites, and social media.	Describe method(s) of recognition and date(s).
Does your chapter have a scholarship awarding support for the APTD or CPTD exam or to purchase test preparation materials and/or TD Body of Knowledge (BoK)?	Describe scholarship here and list the recipient(s).
Chapter leadership qualifies for recertification points. Document APTD/CPTD recertification point opportunities available through chapter activities. Select all that apply. <ul style="list-style-type: none"> ▪ Chapter membership ▪ Chapter leadership ▪ Participating in related chapter professional development programs 	Describe the recertification opportunities.
Document and describe any chapter programs focused on APTD or CPTD (these should be different programs from those listed as specific domain/capability-focused programs, such as APTD/CPTD program overview).	Describe program(s).

Collaboration

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

Continued on next page...

Marketing	
<p>Document and provide examples of chapter marketing/promotional materials the APTD or CPTD credential.</p> <p>(Optional) Upload any supporting documents or URL links: i.e. Marketing APTD/CPTD on chapter website, in a newsletter or other communications, and/or materials distributed at chapter meetings or in new member kits.</p> <p>Please describe and upload examples below as supporting documentation.</p>	<p>Points given for each medium. Provide supporting documents and/or URL link below.</p>
<p>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? If yes, upload supporting document and/or provide URL link below.</p> <ul style="list-style-type: none"> ▪ Yes ▪ No <p>(Optional) Upload press release/supporting documents or URL</p>	
<p>Did your chapter write a certification-related blog or newsletter? If yes, upload supporting documents or provide link(s) to blog and/or newsletter below.</p> <ul style="list-style-type: none"> ▪ Yes ▪ No <p>(Optional) Upload additional link to blog and/or newsletter</p>	
<p>Did you 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) below.</p>	
<p>Has your chapter found a creative way to promote ATD certification? Describe innovation</p>	<p>Describe innovation/explain and provide examples.</p>
Bonus	
<p>Is there anything else your chapter did in 2020 related to the APTD/CPTD that you would like the review team to know?</p>	<p>Describe.</p>

There will be a place to upload optional supporting materials.