



How to Recertify Your APTD or CPTD

May 20, 2021
1 PM ET



CERTIFICATION
INSTITUTE





AGENDA

- Talent Development Capability Model
 - Recertification Basics
 - New Capabilities Requirement
 - Recertification Categories
 - Certification Portal
 - Resources
 - Questions
- 



Talent Development Capability Model



Certifications Grounded in Research



- Tied directly to the [Talent Development Capability Model](#)
- Exam Content developed by analyzing responses from target audience
- Exams cover a subset of knowledge and skills in capability model

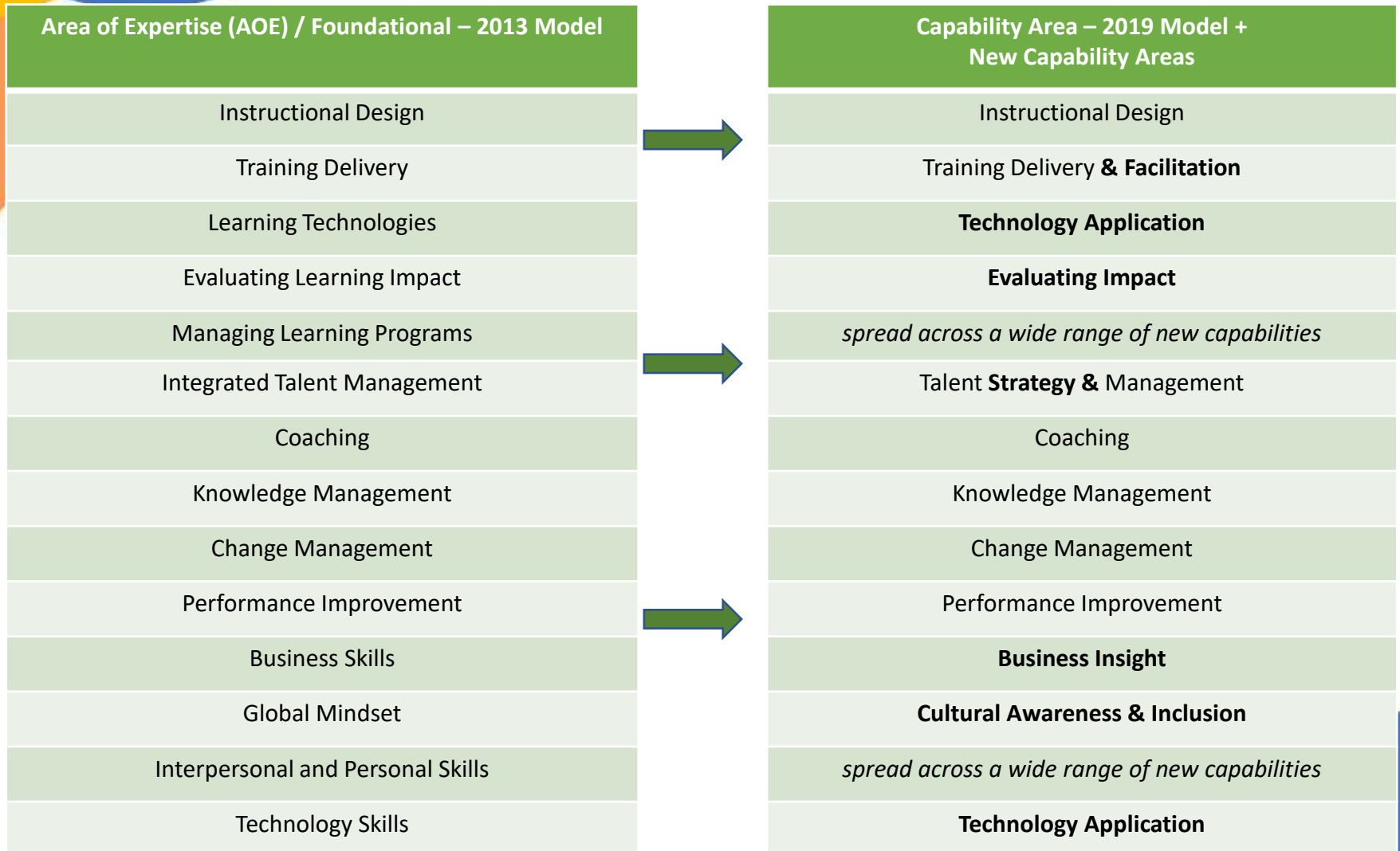
Talent Development Capability Model™



[Capability Webcast](#)

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Competency Model vs. Capability Model






Recertification Basics




Why Do I Need to Recertify?

- Proves that you are staying up to date
 - Encourages continued growth & development
 - Focuses professional development on new areas
 - Assures employers your knowledge is current
- 



Recertification Basics

- Recertification cycle = 3 years
 - Total points = 60 CPTD/40 APTD
 - 6 recertification categories
 - Do not need points in all categories
 - Maximums & minimums apply
 - Cost \$200 CPTD; \$150 APTD
- 


Recertification Categories

APTD Requirements			CPTD Requirements		
Category	Maximum	Minimum	Category	Maximum	Minimum
Continuing Education	30	15*	Continuing Education	45	20*
Speaking & Instructing	15		Speaking & Instructing	20	
On the Job Experience	15		On the Job Experience	20	
Research & Publishing	15		Research & Publishing	20	
Leadership & Recognition	15		Leadership & Recognition	20	
Professional Membership	10		Professional Membership	15	
TOTAL REQUIRED	40 Points		TOTAL REQUIRED	60 Points	

* Must be in new capability areas



General Rules

- Activities must align with the capability model
 - Must have proof of attendance or completion
 - Does not have to be an ATD program
 - Must be at least 30 minutes in length
 - 1 point = 1 contact hour
 - Breaks, lunch, networking do not count
- 




New Capabilities Requirement





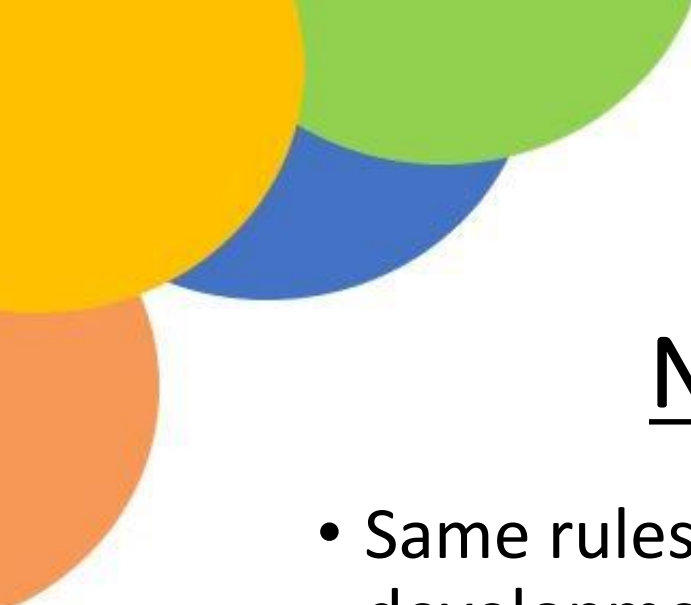
New Capabilities Requirement

For current credential holders to show they are up to date on the new content in the capability model


- Starting May 1, 2021, certificants must include continuing education points within the **new content areas covered in the Talent Development Capability Model**
 - **APTDs = minimum 15 points/hours**
 - **CPTDs = minimum 20 points/hours**
- 

New Capability Areas for CE

CPTD -20 points must be focused on:	APTD -15 points must be focused on:
• Communication	• Communication
• Emotional Intelligence & Decision Making	• Emotional Intelligence & Decision Making
• Collaboration & Leadership	• Collaboration & Leadership
• Compliance & Ethical Behavior	• Project Management
• Technology Application	• Compliance & Ethical Behavior
• Career & Leadership Development	• Technology Application
• Business Insight	• Knowledge Management
• Consulting & Business Partnering	• Career & Leadership Development
• Organization Development & Culture	• Coaching
• Data & Analytics	• Business Insight
• Future Readiness	• Consulting & Business Partnering
	• Organization Development & Culture
	• Talent Strategy & Management
	• Performance Improvement
	• Change Management
	• Data & Analytics
	• Future Readiness



General Rules New Capabilities

- Same rules apply as for other professional development
 - Must be entered in the New Capability category in the certification portal
 - Specific new capability must be identified
 - If you do not add the minimum # hours in new capability category, you will not be able to recertify
- 



Recertification Categories





Other Continuing Education

- Continuing education in topics not on the “new capabilities” list
- Workshops, courses, conferences, online programs and webcasts can qualify
- Books qualify with caveats
 - Published within recertification cycle
 - 3 points each/15-point maximum
- Maximum = 45 CPTD/30 APTD per cycle

Example: LinkedIn Learning module on instructional design





On the Job Experience

- Intended for big projects that help you grow professionally
- Number of hours spent on project
- Maximum points: 15/20 per cycle

Examples: Implement LMS, develop new competency model





Speaking & Instructing


- Speaking at conferences, chapter meetings, study groups
- Not part of your regular job
- Delivery time = 1 pt per hour
- Development = 2 pts/hour of delivery
- Maximum points 15/20 per cycle

Example: Presenting session for local ATD Chapter program





Research & Publishing

- ATD Publications and Blogs - yes
 - National or local publications
 - Self published - no
 - Employer newsletters - no
 - Specific point values
 - Blog (2 points)
 - TD Mag article (4 points)
 - TD at Work (12 points)
 - Maximum points 15/20
- 



Leadership & Recognition

- ATD National & Local boards/committees
- Leadership for other TD-related organizations
- Awards – not employer awards
- Awards Review
- Volunteering for ATD
- Specific point values assigned
- Maximum points 15/20 per cycle

Example: BEST Awards reviewer = 5 points per cycle





Professional Membership


- Talent Development related organizations
- Specific point values
 - ATD National = 4 points per year
 - ATD Local = 3 points per year
- Maximum points 10/15 per cycle

Example: SHRM membership = 2 points per year





Audit Process

- Documentation not required unless you are audited
 - 10% of randomly selected applications will be audited
 - No advance notice of audit
 - You will be notified immediately after submitting your application
 - Policies provide guidance on acceptable documentation
- 



Certification Portal



Certification Portal

The screenshot displays the ATD (Association for Talent Development) website's Certification Portal. The header includes the ATD logo, the text "Association for Talent Development", and navigation links for "Enterprise Solutions" and "Chapt". Utility icons for "Search", "Cart (0)", and "M" are also present. A secondary navigation bar features "Explore" with an upward arrow and "Membership" with a downward arrow. The main content area is divided into a left sidebar and a central main section. The sidebar contains five menu items: "Courses" (Individual courses, certificate programs, and master programs), "Certifications" (APTD and CPTD, the official Talent Development Certifications), "Conferences" (U.S. Conferences and Global Events), "Read" (Articles, magazines, books, and more), and "Watch/Listen" (Videos, webinars, and podcasts). The main section is titled "Certifications Overview" and is divided into two columns. The left column, labeled "CERTIFICATIONS", lists "Certified Professional in Talent Development (CPTD, Formerly CPLP)" and "Associate Professional in Talent Development (APTD)". The right column, labeled "QUICK LINKS", lists "Talent Development Capability Model", "Certification Portal" (highlighted in yellow), "Certification Prep", "Recertification", and "Why Get Certified?". A promotional banner on the right side of the main section features a woman's portrait and the text "Show What You're Capable Of. Get Certified." with the ATD logo. Below the banner, it says "Take Your Career to the Next Level with an APTD Certification" and includes a "Learn More" button.

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Enterprise Solutions Chapt

Search Cart (0) M

Explore ^ Membership v

Courses >
Individual courses, certificate programs, and master programs

Certifications >
APTD and CPTD, the official Talent Development Certifications

Conferences >
U.S. Conferences and Global Events

Read >
Articles, magazines, books, and more

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Certifications Overview

CERTIFICATIONS

- Certified Professional in Talent Development (CPTD, Formerly CPLP)
- Associate Professional in Talent Development (APTD)

QUICK LINKS

- Talent Development Capability Model
- Certification Portal**
- Certification Prep
- Recertification
- Why Get Certified?

Show What You're Capable Of. Get Certified.

atd

Take Your Career to the Next Level with an APTD Certification

Learn More

Portal for Recertification

Progress bar

Associate Professional in Talent Development™ (APTD)

Credential #: 11085299 | a year remaining

PROFESSIONAL DEVELOPMENT POINTS PROGRESS

21 completed 19 remaining

You may begin posting recertification activities as soon as you earn the APTD. **You will be able to submit your completed application beginning 90 days before the expiration date.**

Requirements




- Professional Development →
- New Capabilities Continuing Education →

Recertification requires a total of 40 credits, distributed across several categories. You will receive a maximum credit for each category as follows:

Activity Category	Max Points/Cycle
Continuing Education	30
Leadership and Recognition	15
On-the-Job Experience	15
Research and Publishing	15
Speaking and Instructing	15
Professional Membership	10

To enter professional development activities

Add Professional Development

My Education / Professional Development Credits				
Type	Credits	Title	Date	Actions
<u>Continuing Education</u> (10.0 Total Professional Development Points)				
External	10.0	ATD Virtual Conference	Earned On 6/5/2020	
<u>New Capabilities Continuing Education</u> (1.0 Total Professional Development Points)				
External	1.0	Virtual Conference Session on Emotional Intelligence	Earned On 6/3/2020	
<u>Professional Membership</u> (12.0 Total Professional Development Points)				
External	12.0	ATD National	Earned On 9/30/2022	
Add Professional Development				

To add an entry



Select a Category

Choose category

All CPTD and APTD recertification points must tie directly to one or more areas of the ATD Capability Model to qualify. Descriptions of category requirements and examples of activities are outlined in the each sections of this application or can be referenced in the [Recertification Policy](#).

Category *

New Capabilities Continuin... ▼

New Capabilities Continuing Education

ATD's Talent Development Capability Model is a career blueprint for talent development professionals. These are the 23 capabilities that a learning and development professional should have to be successful.

The capabilities are organized in three domains: Building Personal Capability, Developing Professional Capability, and Impacting Organizational Capability. ATD's research shows that successful talent development professionals need knowledge and skills from all three of these areas to be most effective.

Title and Description of Program: *

Up to 255 characters

Educational Institution or Host Organization: *

Primary Capability Area: *

Select an Option ▼

Start Date of Activity: *

End Date of Activity: *

Requested Points: *

Enter capability area*

Enter information

Close

Save Changes

Ready to Renew?

EXAMS

- Schedule Exam
- Results

RECERTIFICATION ACTIVITY

- Manage Activities

transitioned the CPLP program to the Certified Professional in Talent Development (CPTD) to reflect the broader scope of the role as defined by the Talent Development Capability Model. Please recertify as a CPTD below.

Certified Professional in Talent Development™ (CPTD)

Credential #: 11111111, 2 months remaining

Ready to renew?

You've completed all your requirements, just continue when ready...

[Submit Renewal](#)

PROFESSIONAL DEVELOPMENT POINTS PROGRESS


60 completed

You may begin posting recertification activities as soon as you earn the CPTD. Renewal requires a total of 60 credits, distributed across several categories. You can earn credits in the following categories:

- Requirements
- Professional Development



Common Problems

- Duplicate records
 - Incorrect email address
 - Javascript
 - New capabilities must be added
 - Cannot pay until 90 days before expiration date
 - Editing entries
- 



Resources



MyATD Dashboard

atd Association for Talent Development

Enterprise Solutions Chapters ATD Global Contact Us

Search Cart (0) **MyATD** Susan

Explore Membership Resources Store

Hi, Susan. Welcome back!

Dashboard My Activity Benefits Center

Susan Kaiden
Talent Development Manager

APTD
RECERTIFY BY: 09/30/2022

Edit

TD Capability Model

Self-Assessment

- Building Personal Capability
- Developing Professional Capability
- Impacting Organizational Capability

My Learning Path
Coach Learning Path

My Learning Plan
2 of 6 Activities Completed

My Membership

Professional Plus
EFFECTIVE: 08/22/2014 - 08/31/2027

Take advantage of all the member-only tools and resources to make the most of your membership.

<https://my.td.org/myatd/dashboard>

My Learning History

Dashboard **My Activity** Benefits Center

Learning

Bookmarks

Network Activity

Contributions

Learning


Courses (20) [Download Transcript](#)

TITLE ▾	STATUS ▾	DETAILS	EARNED	ACTIONS
ATD MICRO COURSE LIBRARY INDIVIDUAL COURSE	UPCOMING	MAR 02 - AUG 31, 2027		⋮

<https://my.td.org/myatd/activity-history/learning>



Resources

- [Recertification Policies](#)
 - [Recertification Portal Job Aid](#)
 - [Free & Inexpensive Recertification](#)
 - [Listing of micro-course library modules](#)
 - [Link to certification portal](#)
 - [LinkedIn Group](#)
 - [Facebook Group](#)
 - [Preapproved Education Providers](#)
 - [Interactive Capability Model](#)
 - [My ATD – My Activities](#)
- 



Questions?

▲ General Questions

certification@td.org

▲ Recertification Questions

recertification@td.org

