How to Recertify Your
APTD or CPTD

May 20, 2021
1 PM ET

atd
CERTIFICATION
INSTITUTE

AGENDA

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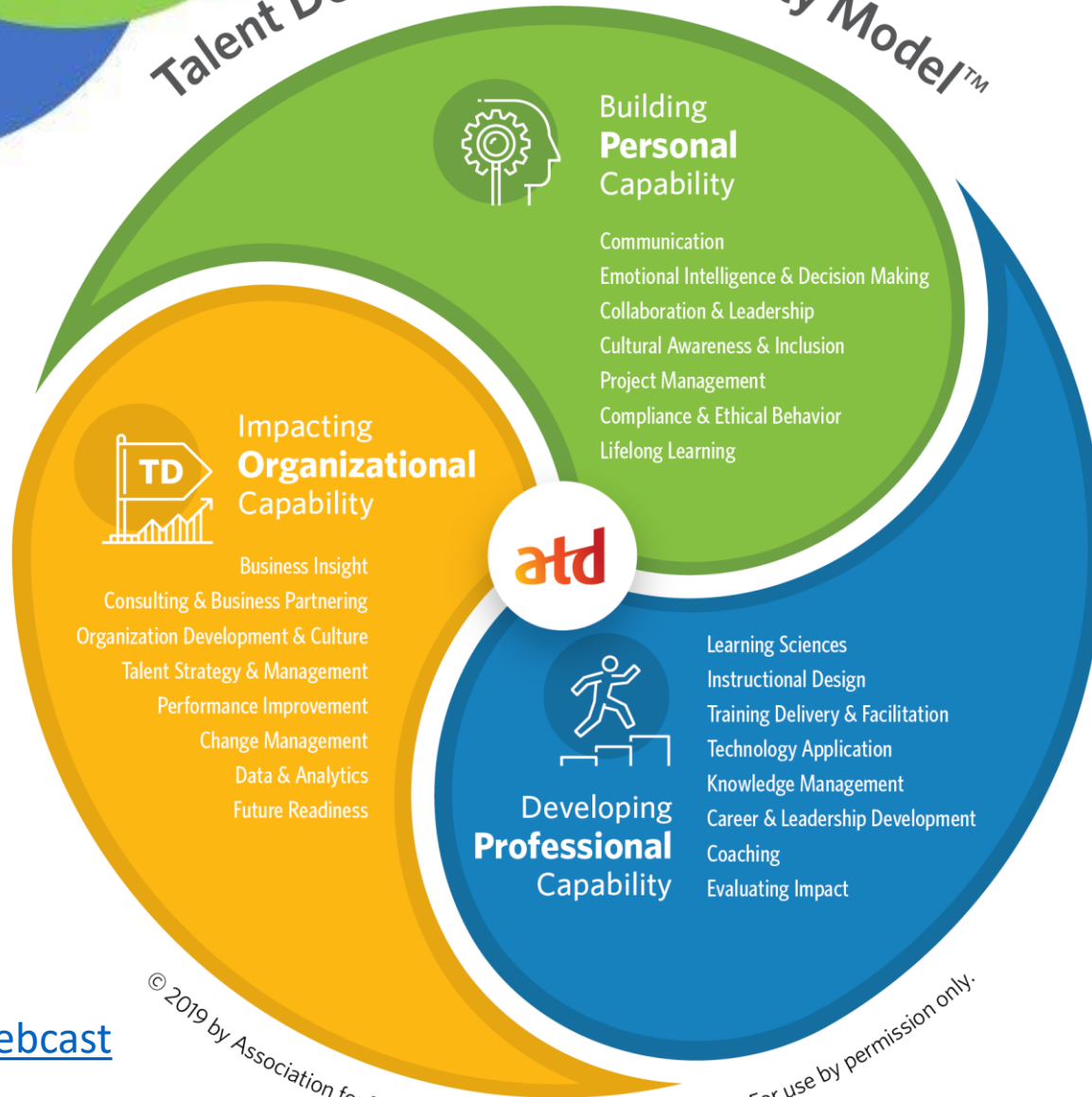- Resources
- Questions

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

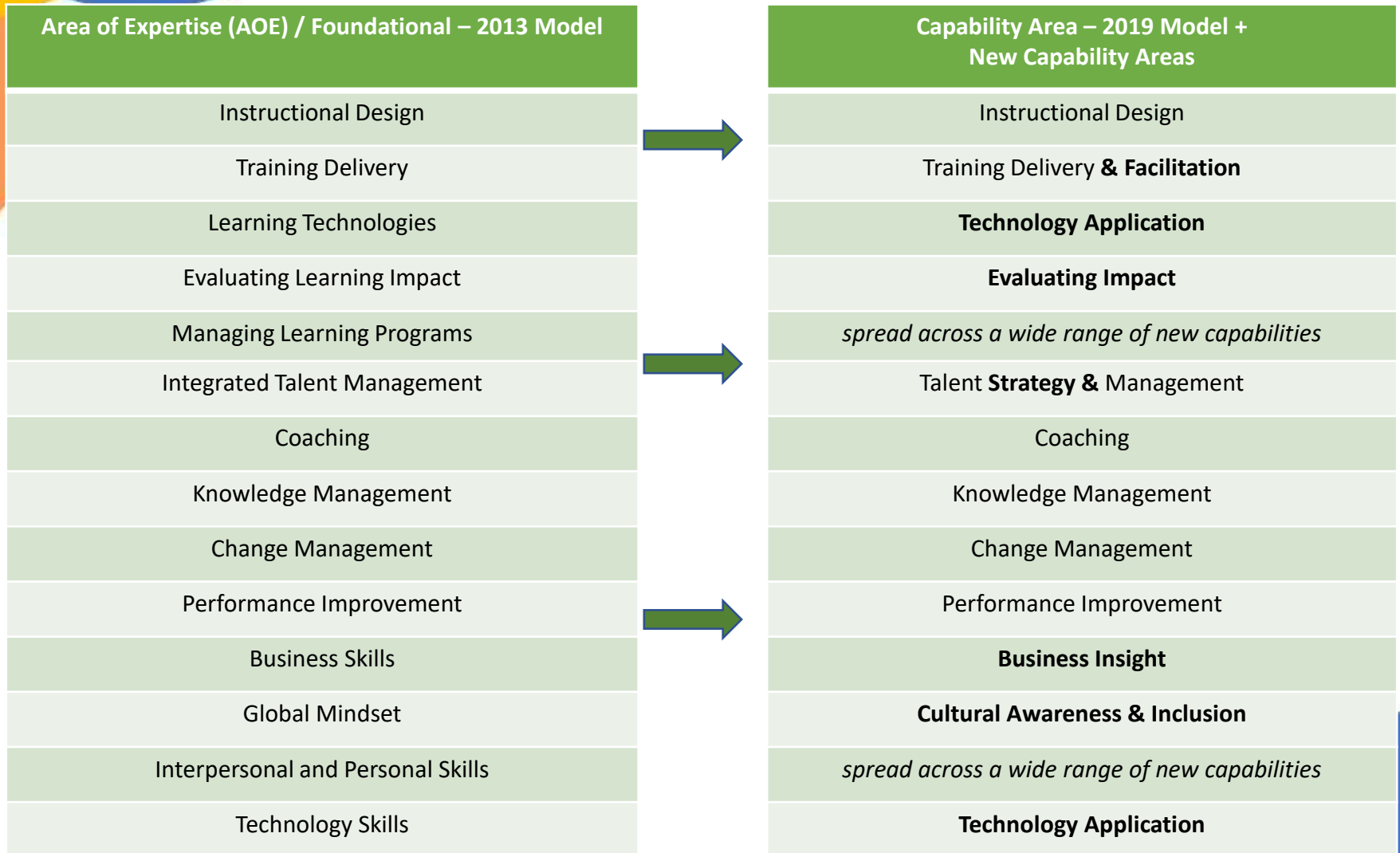- Exams cover a subset of knowledge and skills in capability model

Talent Development Capability Model™

Building **Personal** Capability

Communication
Emotional Intelligence & Decision Making
Collaboration & Leadership
Cultural Awareness & Inclusion
Project Management
Compliance & Ethical Behavior
Lifelong Learning

Impacting **Organizational** Capability

Business Insight
Consulting & Business Partnering
Organization Development & Culture
Talent Strategy & Management
Performance Improvement
Change Management
Data & Analytics
Future Readiness

Developing **Professional** Capability

Learning Sciences
Instructional Design
Training Delivery & Facilitation
Technology Application
Knowledge Management
Career & Leadership Development
Coaching
Evaluating Impact

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[Capability Webcast](#)

Competency Model vs. Capability Model

Area of Expertise (AOE) / Foundational – 2013 Model	Capability Area – 2019 Model + New Capability Areas
Instructional Design	Instructional Design
Training Delivery	Training Delivery **& Facilitation**
Learning Technologies	**Technology Application**
Evaluating Learning Impact	**Evaluating Impact**
Managing Learning Programs	*spread across a wide range of new capabilities*
Integrated Talent Management	Talent **Strategy &** Management
Coaching	Coaching
Knowledge Management	Knowledge Management
Change Management	Change Management
Performance Improvement	Performance Improvement
Business Skills	**Business Insight**
Global Mindset	**Cultural Awareness & Inclusion**
Interpersonal and Personal Skills	*spread across a wide range of new capabilities*
Technology Skills	**Technology Application**

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

CPTD Requirements		
Category	**Maximum**	**Minimum**
Continuing Education	45	20*
Speaking & Instructing	20	
On the Job Experience	20	
Research & Publishing	20	
Leadership & Recognition	20	
Professional Membership	15	
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
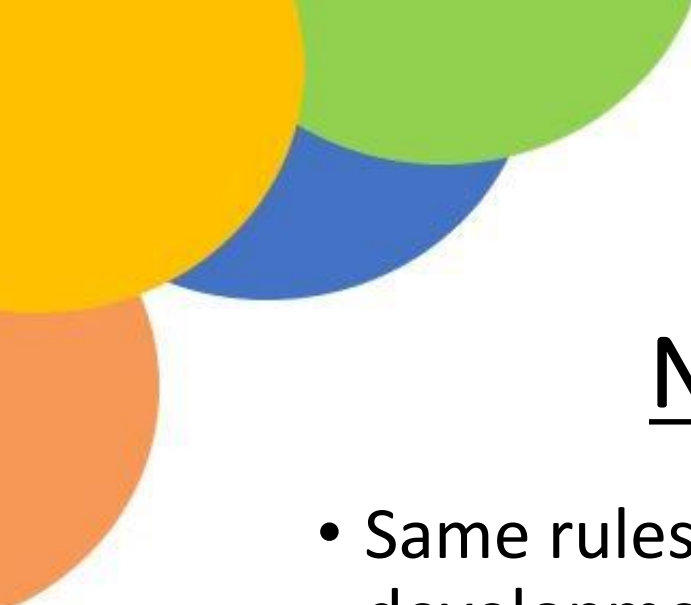
New Capabilities Requirement

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

- <u>Must</u> 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 <u>unless</u> 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

Portal for Recertification

Progress bar

To enter professional development activities

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.**

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

Requirements

Professional Development ↗
New Capabilities Continuing Education ↗

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

Add Professional Development

My Education / Professional Development Credits

Type	Credits	Title	Date	Actions
Continuing Education (10.0 Total Professional Development Points)				
External	10.0	ATD Virtual Conference	Earned On 6/5/2020	✖
New Capabilities Continuing Education (1.0 Total Professional Development Points)				
External	1.0	Virtual Conference Session on Emotional Intelligence	Earned On 6/3/2020	✖
Professional Membership (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

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.

Choose category

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: *

Enter capability area*

Primary Capability Area: *   Select an Option   ▼

Start Date of Activity: *

Enter information

End Date of Activity: *

Requested Points: *

Close   Save Changes

Ready to Renew?

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

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

My Learning History

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