atd CERTIFICATION INSTITUTE
Association for
Talent Development

CERTIFICATION HANDBOOK

Associate Professional in
Talent Development (APTD)

aptd

**ASSOCIATE
PROFESSIONAL
IN TALENT
DEVELOPMENT**

ATD CERTIFICATION
INSTITUTE

ATD Certification Institute
1640 King Street
Alexandria, VA 22314, USA
Phone: 703.683.8100 • 800.628.2783
Email: APTDcertification@td.org
Website: td.org/aptd

Preface

The APTD Certification Handbook is the primary source for the APTD program and provides individuals with everything they need to know to understand, participate in, and complete the APTD certification process. It is a must read for APTD applicants and candidates. Candidates must comply with all policies, procedures, and deadlines in this manual.

The ATD Certification Institute (ATD CI) reserves the right to change the standards, application, and requirements for the APTD certification and recertification processes as necessary. It is important that candidates refer to the Certification Handbook often to check for updates to ensure they have the most current information.

The APTD Certification Handbook is the property of ATD CI. Permission to reproduce its contents must be granted in writing from ATD CI.

Effective January 10, 2023

All policies and procedures in the APTD Certification Handbook are effective as of the date above and supersede all previous policies and procedures.

This Handbook identifies the application and registration processes, eligibility requirements, and fees as well as detailed information about the two examinations, testing requirements, and scoring methodology.

Each candidate must read the entire Handbook **BEFORE** beginning the application, registration, and payment processes for the APTD program.

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INTRODUCTION
The ATD Certification Institute

The ATD Certification Institute (ATD CI) is an independent not-for-profit organization created by the Association for Talent Development (ATD) to set industry standards for the talent development profession.

The Institute's **mission** is to elevate the talent development profession by:
- setting talent development industry standards
- providing an independent assessment of those standards through testing
- supporting career paths through a flexible stackable credentialing framework
- ensuring recognition for those who have earned the certification
- recognizing continued professional development through certification maintenance

The ATD Certification Institute's vision is to provide world-class credentials for the talent development community. ATD CI is responsible for the development, administration, and governance for ATD's credentialing program, including the APTD and CPTD credentials. In accordance with international accreditation standards for certification programs, ATD CI operates at arm's length from ATD's education and training programs to ensure separation of the assessment process from training or test preparation.

The Talent Development Capability Model™

The Talent Development Capability Model defines the capabilities (knowledge, skills, abilities, and behaviors) for the talent development field. It answers the question, "What do talent development professionals need to know and do to be successful?" The model is the foundation for APTD certification, with the exam blueprint using a subset of the foundational knowledge deemed appropriate for a talent development professional at the three-year mark in their career.

What is APTD®?

The Associate Professional in Talent Development (APTD) is a certification for talent development professionals offered by the ATD Certification Institute (ATD CI). The APTD covers a subset of knowledge from the Talent Development Capability Model, focusing on the foundational knowledge needed for successful performance by early career professionals, those for whom talent development is only part of their role, or for those who are individual contributors with at least three (3) years of experience in the field.

An APTD has early career experience and understands that well-designed talent development strategies and solutions contribute to organizational success. APTDs can affect the development, implementation, and evaluation of learning solutions that impact an organization's ability to achieve its goals and drive competitive advantage. The foundational knowledge of an APTD is defined in the Talent Development Capability Model and includes key personal, professional & organizational knowledge areas.

Individuals who wish to pursue the APTD certification must meet program eligibility requirements and pass a two-hour standardized exam. Those who pass the exam earn the right to display the APTD designation after their name. As it is a certification, professionals earning the credential need to recertify every three years with proven professional development activities.

Eligibility Requirements

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

- Standard Pathway – 3 years of experience[1] and 28 hours of qualified professional development[2]
- ATD Master Pathway – 3 years of experience[1] and completion of an ATD Masters Series certificate within the past three (3) years

Eligibility Requirements		
Category	**Standard Pathway**	**ATD Master Series Certificate Pathway**
Experience	Three years (36 months) of paid, professional work experience[1] with adults in the talent development field or related discipline (human resources, higher education or similar)	Three years (36 months) of paid, professional work experience[1] with adults in the talent development field or related discipline (human resources, higher education or similar)
	PLUS	**PLUS**
Professional Development	Twenty-eight hours (28) of professional development[2] in talent development content over the past three years	Successful completion of any ATD Master Series Certificate within the past three years (36 months)

Work Experience and Professional Development Definitions:

[1] 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 (see table below). Candidates must have reached the required months of experience at the time of application.

[2] The **Professional Development** eligibility requirement helps to ensure that applicants for certification have a solid foundation of talent development knowledge on which they will be assessed. Professional Development for eligibility is defined as activities covering content in the Building Professional Capability and Impacting Organizational Capability domains as outlined in the Talent Development Capability Model. See page 7 for further instructions regarding professional development activities. Detailed definitions of the capabilities included in the model can be found here. Candidates must have reached the required hours of professional development at the time of application.

Rules Governing the Professional Development Requirement:
- One hour is awarded for each physical hour of a continuing education activity unless otherwise specified. Non-educational time incorporated in educational activities such as meals, breaks, networking, registration, preparation, and assignments should not be included.
- All educational activities must be at least 30 minutes in length to qualify.
- Prorated hours (in 15- minute increments) are permissible after the first 30 minutes.
- University-level academic courses can be reported as 15 hours per semester credit hour.
- On-demand and online learning qualifies if proof of completion can be obtained. For on-demand courses, please use the number of credit hours pre-assigned by the educational provider.
- Applicants should retain proof of completion in the event they are selected for audit.

Professional Development educational hours must cover content found in the Professional and Organizational Capability domains (see table below) because this content is specifically focused on building the skills required to perform effectively in talent development. Detailed definitions of the capabilities in the model can be downloaded here.

Professional Capabilities	Organizational Capabilities
- Learning Sciences - Training Delivery & Facilitation - Instructional Design - Technology Application - Knowledge Management - Career & Leadership Development *(developing **others**, not yourself)* - Coaching - Evaluating Impact	- Business Insight - Consulting & Business Partnering - Organization Development & Culture - Talent Strategy & Management - Change Management - Performance Improvement - Data & Analytics - Future Readiness

- Topics covered in the Personal Capability domain, while relevant and important, are universally transferable skills and therefore not eligible for Professional Development hours for initial certification. Courses on topics that **do not count** towards initial certification include:
  - Communication
  - Emotional Intelligence
  - Collaboration & Leadership *(Developing yourself, not others. This includes personal leadership skills programming)*
  - Cultural Awareness & Inclusion (This includes DE&I programming)
  - Project Management
  - Compliance & Ethical Behavior
- Training on proprietary programs or methods or specific software or hardware platforms (such as Myers-Briggs, DiSC, Adobe, Excel, or Canvas, etc.) do not qualify for eligibility purposes because they cover proprietary "how to" content and do not cover broader talent development concepts found in the Talent Development Capability Model.
- Courses designed to prepare candidates for the certification exam may be applicable, if preapproved. For example, ATD's preparation courses for the APTD can be reported for a total of 20 hours of professional development eligibility.
- All courses, including preparation courses, only qualify towards eligibility after **completion.**

Examples of Eligible Continuing Education Programs or Courses:
- Commercially available talent development educational courses or workshops
- Educational sessions related to talent development topics at local conferences such as ATD or SHRM chapter sponsored conferences.
- Undergraduate or graduate-level talent development related courses from an accredited institution are eligible for 15 hours per semester credit hour.

APTD Testing Dates

APTD examinations are offered during odd numbered months: January, March, May, July, September, and November. Applications are due at least thirty (30) days before the start of the testing window desired. Candidates are given two consecutive testing windows to test. Candidates must select a testing window at the time of application. There is a fee to change your testing widow after you apply.

Registration Deadline	Exam Testing Window	Testing Not Permitted
December 1	January – March	February
February 1	March - May	April
April 1	May - July	June
June 1	July - September	August
August 1	September - November	October
October 1	November – January	December

Testing Options

Candidates now have the option of taking the newly revised APTD at an approved testing center or via remote proctoring.

Testing Centers

ATD CI partners with a PearsonVUE to deliver the exams. The test provider offers authorized testing centers in most major cities in the United States and Canada as well as in many global locations More information about test centers including a list of locations can be found on page 23 of this handbook.

Remote Proctoring

Candidates may now opt to take the exam via remote proctoring during the same testing windows outlined above. For more information about remote proctoring, see page 23 of this handbook or the ATD website (https://www.td.org/certification/remoteproctoring).

APTD Testing Fees

TYPE	AMOUNT	DETAILS
Exam Fee (nontransferable and nonrefundable)	$499.00 USD *ATD Member* $699.00 USD *Nonmember*	**Fees include: 18 months of eligibility**, a testing seat for exam during a pre-selected testing window of two (2) months, exam score report, and APTD certificate and lapel pin once certification is achieved. **Fees do not include:** study materials, study group support or preparatory classes, traveling expenses to and from testing centers, or retest, transfer, and test administration fees. **NOTE:** Candidates must register for a specific window at the time of registration. Testing authorization is given for a timespan of two months (see table above). If the candidate chooses to transfer to a later testing window set, a transfer fee will apply. If a candidate does not test during the 18-month eligibility period, all fees are forfeited.
Administration Late Rescheduling/Missed Appointment Fee	$100.00 USD	An administrative fee of $100 is required and paid directly to ATD CI when a candidate reschedules or cancels an in person testing center exam appointment **with less than 72 hours' notice** at a testing center or who do not appear for their exam. Candidates who opt for live, remote proctoring may cancel up to the time of the appointment without penalty. All candidates, including those using remote proctoring, will be assessed a $100 fee if they do not appear for their scheduled appointment and do not notify PearsonVue. Rescheduled appointments must be within the same testing window or will be considered a transfer and a $225 transfer fee will apply. Rescheduling requests are subject to eligibility and availability. Candidates who are unable to launch a remote exam due to technical hardware or software compatibility issues and have their exam revoked by PearsonVue are subject to the $100 Administration Fee to reinstate their eligibility.
Transfer Fee	$225.00 USD	Fee applies to switch to a different testing window set. This fee is nontransferable and nonrefundable.
Retest Fee	$225.00 USD	Fee applies to retake the APTD exam after failing to pass that exam. This fee is nontransferable and nonrefundable.
Special Accommodation	No Fee	No fee provided the ADA requirements outlined in the APTD Certification Handbook are followed. ATD CI makes final decisions regarding accommodations granted.

Recertification Application Fee	$150.00 USD	Fee applies to participate in the recertification process. A completed recertification application must accompany the payment. Recertification is required every three (3) years.
Recertification Retest Fee	$250.00 USD	Fee applies to credential holders electing to retest to satisfy the recertification professional development requirement. **Note:** this fee is in *addition* to the Recertification Application Fee and covers one testing seat for exam during 2 consecutive windows (90-day window) and exam score report.
Refunds	No refunds issued after registration deadline for selected testing window	Candidates who decide to withdraw from the program can receive a refund, <u>minus a $250 review fee</u>, if the request is made prior to the registration deadline for the window they selected. After that time, no refunds will be issued. **Audit Refund:** Pending an audit review, a review fee of $250 will be withheld for anyone deemed ineligible for the program or who does not supply requested audit documentation within 60 days.

APTD Exam

To achieve the APTD credential, candidates must meet the eligibility criteria and pass a standardized exam of traditional, four-option multiple-choice questions focusing on the foundational knowledge required for successful performance after three years of experience. Scores will be given immediately at the end of the exam at the test center.

APTD Exam Format

The APTD Exam is designed to measure a candidate's foundational knowledge of the talent development profession that is based on a subset of content from the Talent Development Capability Model.

- The full exam contains 115 multiple choice questions that focus on the topics listed in the Detailed Content Outline of the exam found starting on page 11 of this handbook.
- Candidates will have two (2) hours to complete the exam.
- Sample test questions can be found in **Appendix D** of this Candidate Handbook.

What is on the APTD Exam

The Detailed Content Outline provides the syllabus or blueprint of the content covered on the APTD exam. While the full exam focuses on a variety of knowledge, certain content areas are weighted more heavily than others. The table below outlines the content covered and the relative weighting of topics on the exam by domain of practice.

Associate Professional in Talent Development (APTD) Detailed Content Outline *Effective July 1, 2020*		
Capability	**Knowledge / Skill Statement**	**Percentage of Exam**
1. Building Personal Capability		**20%**
1.1 Communication	1.1.A Skill in conceiving, developing, and delivering information in various formats and media, for example reports, briefings, memorandums, presentations, articles, and emails.	
1.2 Emotional Intelligence & Decision-Making	1.2.A Knowledge of theories of emotional intelligence.	
1.3 Collaboration & Leadership	1.3.A Knowledge of theories, methods, and techniques to build and manage professional relationships, for example group dynamics, teamwork, shared experience, and negotiation. 1.3.B Knowledge of methods and criteria for establishing and managing collaboration among various units, for example finance, operations, IT, and sales/marketing. 1.3.C Knowledge of principles and techniques for providing feedback. 1.3.D Knowledge of theories of leadership, for example transformational, inclusive, and situational.	
1.4 Cultural Awareness & Inclusion	1.4.A Knowledge of methods and techniques to foster cultural awareness, encourage cultural sensitivity, and broaden viewpoints.	
1.5 Project Management	1.5.A Knowledge of project management principles and processes, for example scheduling, planning, allocating resources, evaluating, and reporting.	
1.6 Compliance & Ethical Behavior	1.6.A Knowledge of laws, regulations, and ethical issues related to the development of instructional content, for example intellectual property and copyright laws and accessibility requirements.	

Capability	Knowledge / Skill Statement	Percentage of Exam
2. Developing Professional Capability		**50%**
2.1 Learning Sciences	2.1.A Knowledge of the principles and applications of cognitive science for learning, for example auditory and visual processing, information storage/retrieval, memory, and cognitive load 2.1.B Knowledge of theories and models of adult learning, for example Knowles' Adult Learning Theory, Bloom's Taxonomy, Gagne's Nine Levels of Learning, Mager's Criterion-Referenced Instruction Approach, social and collaborative learning, and experiential learning. 2.1.C Knowledge of the foundational learning theories of behaviorism, cognitivism, and constructivism.	
2.2 Instructional Design	2.2.A Knowledge of instructional modalities, for example classroom learning, blended learning, massive open online courses (MOOCs), gamification, multi-device/mobile learning, and virtual reality simulations. 2.2.B Knowledge of types and applications of instructional methods and techniques, for example discussion, self-directed learning, role playing, lecture, action learning, demonstration, and/or exercise. 2.2.C Knowledge of methods and techniques for planning, designing, and developing instructional content. 2.2.D Knowledge of the criteria used to assess the quality and relevance of instructional content in relation to a desired learning or behavioral outcome. 2.2.E Knowledge of methods and techniques for defining learning and behavioral outcome statements. 2.2.F Knowledge of how design thinking and rapid prototyping can be applied to the development of learning and talent development solutions. 2.2.G Knowledge instructional design models and processes, for example ADDIE and SAM. 2.2.H Knowledge of how formal and informal learning experiences influence and/or support individual and group development.	

Capability	Knowledge / Skill Statement	
2.3 Training Delivery & Facilitation	2.3.A Knowledge of facilitation methods and techniques.	
2.4 Technology Application	2.4.A Knowledge of techniques and approaches to leverage social media platforms and tools to support knowledge sharing, idea exchange, and learning. 2.4.B Knowledge of existing learning technologies and support systems, for example collaborative learning software, learning management systems, authoring tools, and social media. 2.4.C Knowledge of communication technologies and their applications, for example video conferencing, web-conferencing, audience response systems, and presentation software. 2.4.D Knowledge of functions, features, limitations, and practical applications of the technologies available to support learning and talent development solutions.	
2.5 Knowledge Management	2.5.A Knowledge of methods and techniques for disseminating and/or sharing knowledge across individuals, groups, and organizations.	
2.6 Career & Leadership Development	2.6.A Knowledge of leadership development practices and techniques, for example formal training programs, job rotation, and coaching and/or mentoring. 2.6.B Knowledge of career development methods and techniques, for example job rotations and stretch assignments.	
2.7 Coaching	2.7.A Skill in helping individuals or teams identify goals, develop realistic action plans, seek development opportunities, and monitor progress and accountability.	
2.8 Evaluating Impact	2.8.A Knowledge of models and methods to evaluate the impact of learning and talent development solutions. 2.8.B Knowledge of qualitative and quantitative data collection methods, techniques, and tools, for example observations, interviews, focus groups, surveys, and/or assessments.	

Capability	Knowledge / Skill Statement	Percentage of Exam
3. Impacting Organizational Capability		**30%**
3.1 Business Insight	3.1.A Knowledge of business strategies and factors that influence an organization's competitive position in the industry.	
3.2 Consulting & Business Partnering	3.2.A Knowledge of needs assessment approaches and techniques.	
3.3 Organization Development & Culture	3.3.A Knowledge of work roles, relationships, and reporting structures within an organization. 3.3.B Knowledge of strategies and techniques for building, supporting, and/or promoting an organizational culture that values talent and learning as drivers of competitive advantage.	
3.4 Talent Strategy & Management	3.4.A Knowledge of talent management functions, for example workforce planning, acquisition, employee development, performance management, and compensation and rewards. 3.4.B Knowledge of methods to identify critical requirements of tasks, jobs, and roles, for example job analysis, competency modeling, and leadership competency development. 3.4.C Knowledge of approaches for identifying and developing high potential talent.	
3.5 Performance Improvement	3.5.A Knowledge of performance analysis methods and techniques, for example business process analysis, performance gap assessment, and root-cause analysis. 3.5.B Knowledge of how human interactions with work environments, tools, equipment, and technology affect individual and organizational performance.	
3.6 Change Management	3.6.A Knowledge of how change impacts people and organizations.	

Capability	Knowledge / Skill Statement	
3.7 Data & Analytics	3.7.A Knowledge of data visualization, including principles, methods, types and applications, for example texture and color mapping, data representation, graphs, word clouds.	
3.8 Future Readiness	3.8.A Knowledge of techniques to promote, support, and/or generate innovation and creativity, for example design thinking, brainstorming, and ideation. 3.8.B Knowledge of emerging learning technologies and support systems (for example artificial intelligence, augmented and virtual reality).	

Preparing for the APTD Exam

There is no single, best way to prepare for the APTD examination. Preparation methods and duration all depend on a candidate's personal experiences and knowledge base. There is not a mandatory test preparation or study requirement for the APTD program, nor a preferred or recommended preparation method. However, there are some basic steps that we recommend to all candidates.

Step 1: ATD CI recommends that each candidate begin with a careful evaluation of the APTD Detailed Content Outline described beginning on page 11 of this handbook. The outline provides information about the topics that are covered on the APTD exam and can be used as a general guide for the study process. Pay attention to the specific subset of content found on the APTD exam and how each section is weighted.

Step 2: Candidates should begin with an honest gap-assessment to determine areas of strength and weakness. This can help candidates focus their study plan. A Gap Assessment tool can be found in **Appendix C** of this handbook.

Step 3: Once areas for focus have been identified, candidates should develop a study plan, set a personal study schedule. and hold themselves accountable to that schedule. Candidates find it helps to share their study plan with colleagues, friends or family members to help keep them on track with their study plan. A study planning guide can be downloaded from the ATD website here.

Step 4: On average, our candidates report that they have spent an average of 60-80 hours preparing for the APTD Exam, depending on their background and experience. Keep in mind, each candidate will have a different set of study needs and preferred methods resulting in differing amounts of study time required. When preparing keep, the following suggestions in mind:
- Create a realistic study schedule.
- Focus on the *application* of accepted principles and theories, not on memorizing names and dates.
- Take notes to help reinforce key concepts.

Preparation Resources

- **APTD Candidate Preparation Linked in Group:**
  ATD facilitates a LinkedIn group for APTD candidates. Useful information is posted in the group and it allows candidates to network or share information with one another. The group can be found here.

- **Study Planning Guide**: An APTD study planning guide can be downloaded from the ATD website here: www.td.org/aptdstudyguide or from the active candidates page mentioned above.

- **Reference Resource List:** ATD CI has compiled a reference list of books with trusted content on the capabilities covered on the exam. The reference resource list can be found starting on page 17 of this handbook. This list of references should be used to deepen and supplement your knowledge.

- **Gap Assessment**: Found in **Appendix C** of this handbook. This tool can help candidates to assess their knowledge gaps to guide their studies.

- **Sample Questions**: Sample questions can be found in **Appendix D** of this handbook. These sample questions may also be found on the ATD website here.

- **Talent Development Body of Knowledge:** The TD Body of Knowledge (TDBoK) does provide additional detail on each of the capabilities. Keep in mind that not all capability statements are tested on the APTD exam and that the TDBoK alone is <u>not</u> enough to prepare you for the exam. The TDBoK does a good job of explaining the WHAT and the WHY of the concepts but does not address the HOW. The exam is practice-based which means that you will need to understand HOW to apply the concepts at work. You will need to read outside the TDBoK (see reference resource list mentioned above) to ensure that you have sufficient understanding of the capabilities at the application level.

- **APTD Preparation Course**: The ATD Education department has developed a preparation course to help candidates pursuing the APTD credential. The preparation course includes a full-length practice test. The information for that course can be found here.

- **APTD Practice Test:** A full-length APTD practice test is available that provides an opportunity for you to become familiar with the certification exam experience. It is housed in the same platform as the actual exam. The practice test is included as part of the APTD preparation course but is also available to purchase as a stand-alone product. More information about the practice test may be found here:

- **Chapter Study Groups:** Local ATD Chapters often support certification study groups. For more information on chapters supporting study groups, see this page: chapter study groups.

- **Flashcards**: The TDBoK has a flashcard creation feature that allows candidates to create tailored flashcards. Online flashcard systems such as Quizlet and Brainscape have been helpful to candidates in the past. Please be aware that these flashcards are not prepared by ATD Education and may not reflect the newer Talent Development Capability Model.

- **Recent Webinars**: ATD CI periodically holds webinars on topics of interest to candidates, including how successful candidates have prepared for the exams. A list of the most recent webinars can be found here on the td.org website.

- **Find resources on the Internet** (study materials, workshops, study groups, and so on) or use third-party materials. Many candidates find useful videos on YouTube and elsewhere to assist with their studies. None of these resources are created by ATD or ATD CI, so be sure that the correct material is being covered.

Reading Reference List

Review the ATD CI list of books on its Resource Reference List. This list designed to assist candidates in finding publications to aid in filling knowledge gap areas. It is not designed to be exhaustive or intended to be a must-read list. Each candidate will have their own gaps and their own personal libraries from which to prepare.

These resources are more comprehensive in nature, covering multiple topics across several capabilities:

- *Talent Development Body of Knowledge* (2020), ATD Press
- *The Fifth Discipline: The Art & Practice of the Learning Organization* (2006) Senge, Peter. Doubleday
- *ATD Foundations of Talent Development* (2018) Biech, E. ATD Press
- *ASTD Handbook,* 2nd Edition (2014) Biech, E., ed. ASTD Press
- *Talent Management Handbook* (2015) Bickham, T. ATD Press

1. Building Personal Capability	
1.1 Communication	• Palmer, Erik. *Own Any Occasion: Mastering the Art of Speaking and Presenting*. 2017, Alexandria, VA: ATD Press. • Appleman, Jack. *10 Steps to Successful Business Writing,* 2nd Edition. 2017, Alexandria, VA: ATD Press. • Association for Talent Development, *10 Steps to Successful Presentations,* 2nd Edition. 2019, Alexandria, VA: ATD Press. • Ito, Tim. K. O'Quinn. *Focus on Them: Become the Manager Your People Need You to Be.* 2018, Alexandria, VA: ATD Press. • Evergreen, S. *Effective Data Visualization: The Right Chart for the Right Data*, 2nd Edition. 2019, Thousand Oaks, CA: SAGE Publications.
1.2 Emotional Intelligence and Decision-Making	• Goleman, D. *Emotional Intelligence.* 2005, New York: Bantam Press.
1.3 Collaboration and Leadership	• Biech, E., ed. *ASTD Leadership Handbook*. 2010, Alexandria, VA: ASTD Press. • Senge, P. *The Fifth Discipline: The Art & Practice of the Learning Organization.* 2006, New York: Doubleday. • Haneberg, L. *10 Steps to Be a Successful Manager*. 2019, Alexandria, VA: ATD Press. • Ito, T., W. Jenkins, K. O'Quinn. *Focus on Them: Become the Manager Your People Need You to Be*. 2018, Alexandria, VA: ATD Press. • Johansen, B. *The New Leadership Literacies: Thriving in a Future of Extreme Disruption and Distributed Everything*. 2017, Oakland, CA: Berrett-Koehler Publishers. • Zenger, J. and J. Folkman. *The New Extraordinary Leader: Turning Good Managers into Great Leaders*. 2019, New York: McGraw-Hill Publishers.
1.4 Cultural Awareness and Inclusion	• Silveira, E and Walters, J. *TD at Work,* "Building Blocks of Workplace Inclusion". 2017, Alexandria, VA: ATD Press. • Rabotin, M. *Culture Savvy: Working and Collaborating Across the Globe.* 2011, Alexandria, VA: ATD Press. • Livermore, D. *Leading with Cultural Intelligence: The Real Secret to Success,* 2nd Edition. 2015, New York: AMACOM. • Steffey, D. *Destination Facilitation: A Travel Guide to Training Around the World*. Alexandria, VA: ATD Press.

1.5 Project Management	• Horine, G. *Project Management: Absolute Beginner's Guide,* 4th Edition. 2017, Indianapolis, IN: Que Publishing.
1.6 Compliance and Ethical Behavior	• Biech, E., editor. *ASTD Handbook,* 2nd edition (Chapter 18). 2014, Alexandria, VA: ASTD Press. • Collins, D. *Business Ethics: How to Design and Manage Ethical Organizations,* 2nd Edition. 2019, Thousand Oaks, CA: SAGE Publications.

2. Developing Professional Capability

2.1 Learning Sciences	• Biech, E., editor. *ASTD Handbook,* 2nd Edition (Chapters 11, 13, 21 & 28). 2014, Alexandria, VA: ASTD Press. • Knowles, M. *The Adult Learner,* 8th Edition. 2015, New York: Routledge. • Brown, P., H. Roediger, and M. McDaniel. *Make It Stick: The Science of Successful Learning.* 2014, Boston: Belknap Harvard. • Biech, E. *The Art and Science of Training.* 2017, Alexandria, VA: ATD Press.
2.2 Instructional Design	• Hodell, C. *ISD From the Ground Up,* 4th Ed. 2015, Alexandria, VA: ATD Press. • Dirksen, J. *Design for How People Learn,* 2nd Edition. 2015, San Francisco: New Riders Press. • Biech, E., editor. *ASTD Handbook,* 2nd Edition (Chapter 9). 2014, Alexandria, VA: ASTD Press. • Toth, T. *Technology for Trainers*, 2nd Ed. 2015, Alexandria, VA: ATD Press.
2.3 Training Delivery and Facilitation	• Dirksen, J. *Design for How People Learn,* 2nd Ed. 2015, San Francisco: New Riders Press. • Skolovitch, H. D., and E. J. Keeps. *Telling Ain't Training,* 2nd Edition. 2011, Alexandria, VA: ATD Press. • Biech, E. *The Art and Science of Training.* 2017, Alexandria, VA: ATD Press. • Biech, E., ed. *ASTD Handbook,* 2nd Edition (Chapter 20). 2014, Alexandria, VA: ASTD Press. • Association for Talent Development. *10 Steps to Successful Facilitation.* 2018, Alexandria, VA: ATD Press.
2.4 Technology Application	• Udall, C. and G. Woodill. *Shock of the New.* 2019, Alexandria, VA: ATD Press. • Biech, E. *ATD Foundations of Talent Development* (Chapter 13). 2018, Alexandria, VA: ATD Press. • Foreman, S. *The LMS Guidebook.* 2017, Alexandria, VA: ATD Press.
2.5 Knowledge Management	• Biech, E., ed. *ASTD Handbook,* 2nd Edition (Chapter 17 & 41). 2014, Alexandria, VA: ASTD Press. • Betts, B. and A. Anderson. *Ready Set Curate.* 2015, Alexandria, VA: ATD Press. • Atwood, C. *Knowledge Management Basics.* 2009, Alexandria, VA: ATD Press. • O'Dell, C & Grayson, C.J. *If We Only Knew What We Know: The Transfer of Internal Knowledge.* 2012, New York: Free Press.
2.6 Career and Leadership Development	• Biech, E, ed. *ASTD Leadership Handbook.* 2010, Alexandria, VA: ASTD Press. • Biech, E., ed. *ASTD Handbook,* 2nd Edition (Chapter 49). 2014, Alexandria, VA: ASTD Press. • Bickham, T. *Talent Management Handbook* (Chapter 19). 2015, Alexandria, VA: ATD Press. • Zenger, J. and J. Folkman. *The New Extraordinary Leader: Turning Good Managers into Great Leaders.* 2019, New York: McGraw-Hill Publishers. • Bruce, A. and S. Montanez. *Leaders Start to Finish: A Road Map for Developing Top Performers.* 2012, Alexandria, VA: ATD Press.

2.7 Coaching	• Haneberg, L. _Coaching Basics_, 2nd Edition. 2016, Alexandria, VA: ATD Press. • Bianco-Mathis, V. & Nabors, L. _EveryDay Coaching_. 2017, Alexandria, VA: ATD Press. • Biech, E. _ATD Foundations of Talent Development_ (Chapter 16 & 26). 2018, Alexandria, VA: ATD Press. • Biech, E., editor. _ASTD Handbook,_ 2nd Edition (Chapter 40). 2014, Alexandria, VA: ASTD Press.
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Applying for the APTD Exam

Before beginning an application, candidates must:

- **Read this entire APTD Certification Handbook**. Candidates will be required to sign a statement verifying that they have read the Handbook.
- **Review instructions for completing an application**. A link to the ATD Certification Portal and step by step instructions for applying can be found [here](#). During the online application process, candidates are required to sign important releases and agreements, including an applicant declaration and release, intent to participate and the ATD CI Code of Ethics. Please review the candidate releases included in **Appendix B** of this Handbook before applying.
- **Prepare a current resume**. During the application process, candidates will be asked to upload a current resume.
- **Add Certification@td.org to their email "safe list"** to ensure that they receive communication about their APTD applications.

Please note that no eligibility decisions will be made outside the application in the ATD Certification Portal. If you are unsure your experience and professional development are aligned with the requirements, please carefully compare your qualifications to the eligibility requirements before applying.

Candidates who will require special accommodations during the testing process, **should review the special accommodations policy section on page 28 before applying**.

Submitting an Application for the APTD

To apply for the APTD certification program, go to the [ATD Certification Portal](#). An ATD login and password will be required to login to the portal. Please call ATD customer Care at 800.628.2783 with questions.

Candidates who already have a login on the ATD site, should use that login name and password when signing in, as it will link their certification information from their td.org account.

To begin the process, applicants will need to consider the following:

- **Legal Name**: Candidates must supply their full legal name as it appears on their official, government-issued identification. In order to be admitted to the testing center, the name on all official identification MUST match the name on the exam registration. If they do not match, candidates will be denied entry to the testing center and will have to pay a Transfer Fee.
- **Certificate Name:** This is name that will be used in all correspondence with ATD CI and the name that will be printed on the APTD Certificate.
- **Testing Windows**: Candidates will be asked to select a specific testing window. and should consider their schedules carefully when choosing a test window for the exam. Eligibility will be granted for a two-consecutive window timeframe (approximately 90 days, of which approximately 60 days are active testing days). Appointments may be scheduled during any part of this two-window set. Once the exam registration fee has been paid, candidates will be charged a transfer fee if they wish to change their test window. It is recommended that candidates not wait until the last day of the authorized window to schedule the exam to allow for emergencies or problems that may arise that prevent testing. Please refer to page 9 for program fee information.

- **Employment Details and Resume**: Applicants will be asked to provide specifics about their employment in the talent development field, including position title, starting and ending dates, employer names, and employer addresses. A current resume will be required.
- **Professional Development Details**: Details about professional development activities that have been completed within the last five years, including dates and hours of participation.
- Applicants should include adequate employment and professional development information to meet the minimum eligibility requirements. **If more than one talent development position will be reported, additional employers can be added by clicking the ADD NEW button., in the application. Applicants will not be permitted to submit the application until all eligibility criteria are met.**
- Names and contact information of references **from each listed employer** who can validate the applicants' talent development experience must be included. If recent contact information is not available, please include a contact in the HR department.

Audit of Applications

At least 25% of APTD applications are randomly selected for audit. During the audit process, candidates will be contacted to provide more specific documentation to support the entries on their application. _All documents provided to support eligibility MUST be submitted in English or with a translation_. Candidates will be given the opportunity to substitute any professional development or experience listed on their application if an entry is disallowed.

If deemed ineligible, candidates will be invited to reapply once the minimum eligibility requirement is met. Pending an audit review, a review fee of $250 will be withheld for anyone deemed ineligible for the program or who does not supply audit documentation within 60 days. To appeal an eligibility decision, refer to **Appendix E** for information about the appeals process.

An applicant does not become an official candidate until the APTD application is complete, the registration fee is paid, and the application has been submitted and approved. Once paid, the applicant's official APTD candidacy begins. Candidates need to pass the APTD exam within 18 months from the date of registration to achieve the APTD credential. Candidates who are not successful within the 18-month period, will need to reapply as a new candidate, meet all eligibility requirements in force at the time, and pay all fees in full.

Payment of Fees

Exam fees may be paid in the following ways:
- **Credit Card payment:** Follow the process to make a credit card payment. A receipt will be created that can be printed or saved.
- **Check or wire payment**: Please contact ATD Customer Care at 1-800-628-2783 to be sent an invoice with payment instructions.

Exam fees are nontransferable and nonrefundable. Candidates who decide to withdraw from the program can receive a refund, _less a $250 review fee_, if the request is made prior to the registration deadline for the window they selected. After that time, no refunds will be issued.

Candidates who are selected for audit and are deemed ineligible, or who do not respond to notice of an audit within sixty (60) days, will be refunded, less a $250 program review fee.

Once their application has been approved and payment has been processed, candidates will receive an email from ATD Certification Institute with instructions on how to schedule an exam appointment. A "Schedule Exam" message will also appear on the candidate's home page in the Certification Portal. The certification@td.org email address should be safe-listed to be sure that all notifications are received.

Scheduling an Exam

The APTD certification process involves candidates taking and passing a standardized exam that focuses on the foundational knowledge needed for successful performance by early career professionals, those for whom talent development is only part of their role, or independent contributors with at least three years of experience. The exam is a computer-based test administered at an ATD CI-authorized testing center or through ATD's official remote proctoring platform during scheduled exam windows. Candidates who have scheduled an appointment at a testing center may switch to the remote proctoring option or vice versa as long as cancellation policies are met.

Testing Centers

ATD CI partners with PearsonVUE to deliver the exams through authorized testing centers in most major cities in the United States and Canada as well as in many global locations. The testing vendor cannot guarantee the availability of testing sessions at all locations during all testing windows, and all testing center locations are subject to change. For the list of the testing centers, go here.

ATD CI recommends that candidates schedule appointments at a Pearson Professional Center (PPC). PPCs are owned and managed entirely by Pearson VUE. All PPCs have the same layouts, policies, and computer stations so consistency is guaranteed from one center to another. PearsonVUE is also committed to maintaining health precautions at its owned centers. Please review PearsonVUE's **COVID-19 Update Page** for more information about the health and safety measures in place for testing and to find out about any country-specific testing policies. Appointment availability may be limited due to social distancing precautions and varies by location.

Although Pearson VUE Authorized Testing Centers (PVTC) may have available appointments, all PVTCs are owned and independently operated by third-party providers. Center policies and hours will vary from location to location and could involve *schedule changes that may affect appointment times and require last-minute rescheduling.*

Remote Proctoring

ATD CI has partnered with PearsonVUE to offer a remote proctored option called OnVUE for the APTD exam. The OnVUE system is a testing platform that works outside of a traditional testing center so candidates can test if they have access to a private room with a with a computer that has fast, secure, and reliable internet. **Note:** Pearson Vue's OnVUE Remote Proctoring is not available in China or Japan.

Technical Requirements for Remote Proctoring

- **System Check Link:** Pearson Vue's website has a technical system check that should be performed before scheduling to ensure system compatibility.

- **Online Proctored Policies:** All remote proctored candidates must agree to OnVUE policies before beginning the exam. The policies may be reviewed [here].
- **Tutorial Video:** For additional information about what to expect during remote proctoring, review the tutorial video on the PearsonVue site: https://home.pearsonvue.com/atd/onvue.

Appointment Scheduling

After their application approval and payment is completed, candidates will receive an email from ATD CI informing them that an exam appointment can now be scheduled. Appointments can be made by clicking on the "Schedule Exam" button in the certification portal. At that time, candidates will be asked to choose the remote proctored or test center option.

Important points to consider when scheduling a testing appointment:

- Each candidate's authorization to test (ATT) spans a testing window selected by the candidate that includes two (2) months for testing with a defined "no testing" period. Appointments must be scheduled within the specified testing window and no tests can be taken outside the authorized period without incurring a transfer fee. The expanded window covers two months of testing and candidates should schedule as early in the window as possible to accommodate last-minute emergencies that would require rescheduling. Rescheduling within the window does not incur a fee; however, transferring to a future window will incur the transfer fee.

- Where possible, candidates are encouraged to select Pearson Professional Centers as they are owned and operated by Pearson VUE. Third party test sites are more plentiful, but we cannot guarantee the experience at third-party centers.

- Testing center appointments are arranged on a first come, first served basis. Select a testing date early in the process to have access to the largest number of dates, times, and locations.

- The testing center vendor cannot guarantee availability of appointments at all testing center locations. Failure to find a suitable test time slot will not result in a waiver of a transfer fee. If candidates are having problems finding a test time, they should contact ATD CI by emailing certification@td.org as soon as possible.

- Candidates should carefully consider the timing of their exam appointment. Appointments made late in the testing window allow more time for study. However, if unforeseen circumstances interfere with a candidate's ability to test within the selected window, a transfer fee will be charged.

- The remote proctoring option typically has the largest number of slots available throughout the day and night, providing more flexibility for candidates.

- Candidates who have scheduled an exam appointment at a testing center may switch to the remote proctoring option or vice versa if all cancellation policies are met.

- All requests for Special Accommodations under the Americans With Disabilities Act must be submitted to ATD CI directly **as part of the application and registration**. Please see page 28 for more details about requesting accommodations and contact certification@td.org with questions.

- Candidates who do not schedule any testing appointment within their authorized testing window will incur a transfer fee to move to a different window.

Appointment Confirmation

- Once a testing appointment has been scheduled, candidates will receive a confirmation email.
- The confirmation email will include the candidate's name and authorization number; the test center name and address; and the date, time, and location of the testing appointment.

Cancellation, Rescheduling and Transfer Fees

Candidates who decide to withdraw from the program can receive a refund, underline a $250 review fee, if the request is made prior to the registration deadline for the window they selected. After that time, no refunds will be issued. Pending an audit review, a review fee of $250 will be withheld for anyone deemed ineligible for the program or who does not supply requested audit documentation within 60 days.

Cancelling or Rescheduling Testing Appointments: Once authorized to test, all testing appointments must be canceled or rescheduled **directly** with PearsonVue through the online appointment scheduling system that is accessed through the certification portal. Candidates who do not schedule any testing appointment during their authorized testing window will incur a transfer fee to move to a different window.

Remote Proctored Exams:

- Remote proctored exams may be scheduled up until 30 minutes before exam time and canceled up the time of the exam.

- Candidates must check-in 30 minutes before the exam appointment. If the system check fails or other technical difficulties are encountered the appointment may be canceled and rescheduled within the same testing window without penalty.

- Any missed appointment without notice is considered a no-show subject to a $100 fee.

- Appointments that are revoked by PearsonVue due to software or hardware incompatibilities are subject to a $100 administrative fee to reinstate the candidate's eligibility.

Testing Center Appointments:

- All cancellations and reschedules must be made at least 72 hours before the scheduled test day.

- If the cancellation or rescheduling request is made less than 72 hours before the scheduled test day, candidates are subject to a Missed Appointment Fee of $100.

- In specific situations, and with appropriate documentation, candidates may cancel test appointments with less than 72-hours' notice. Please contact Certification@td.org to cancel. Proper documentation includes a hospital intake or discharge paper, obituary, jury duty notice and so forth. The following situations are acceptable reasons for late cancellation with documentation:

  - o Sudden or serious illness (either candidate or an immediate family member)
  - o Death in the immediate family
  - o Disabling accident
  - o Court appearance
  - o Jury Duty
  - o Unexpected military call-up

Exam Dates Affected by Severe Weather or Local/National Emergencies

If a test date is cancelled due to adverse weather conditions or other types of local or national emergencies, PearsonVue will contact candidates to reschedule the appointment at no charge.

Exam Day
What to Bring to the Test Center

The APTD exam is administered in secure testing centers. Only approved candidates are admitted to the test center to take the exam. Upon arrival, the test administrator will request two forms of personal identification (see below for specifics). **If the candidate's ID does not match the name on their registration, they will not be permitted to test and will owe fees for a missed appointment.**

Personal Identification Requirements

- Candidates must present two forms of original (no photo copies), valid ID; one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent recognizable photo).
- The first and last name used to register for the exam must exactly match the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which the test is being taken.
- If candidates do not have qualifying ID issued from the country in which they are testing, an International Travel Passport from their country of citizenship is required, along with a secondary ID. For any questions or concerns about ID requirements, please contact Pearson VUE or review the full ID policy here: http://www.pearsonvue.com/policies/1S.pdf .

Examples of Primary forms of ID	Examples of Secondary Forms of ID
International Travel Passport Driver's license · card) · Alien registration card (green card, permanent resident, visa) · Local language ID (not in Roman characters) – accepted only if issued from the Country the Candidate is testing in	Any ID containing at least name and signature, or name and recent recognizable photo with exact-matching first and last name, original (no photocopies), unexpired

It is each individual's responsibility to ensure that the APTD database record shows the full, legal name including middle name and that the required identification contains the full, legal name.

What to Expect at the Testing Center

Testing Centers host a variety of certification programs with varying stakes. As a result, there is usually a high degree of security protocols surrounding operations at a test center to protect the individual as well as the intellectual property of the certifying bodies. Certain protocols may seem stringent but are in place for the protection of all parties involved.

- Candidates must provide the required ID to be admitted to the testing center. <u>Individuals without the required identification will NOT be allowed to test.</u>
- Once admitted to the testing center, candidates should keep their ID with them at all times.

- Candidates must leave personal property, including phones, purses and other personal items in a locked location outside the testing room. Glasses will be inspected to ensure that they do not include smart technology. Candidates may be asked to empty their pockets or show that no materials are hidden in boots or pockets. These policies are enforced to ensure that all candidates are following the same testing and security policies.

- Trained test proctors administer APTD exams at all testing center sites.

- Candidates are given a dry erase paper with a marker by the proctor and these items will be collected at the end of the test.

- The examinations are timed, with a timer displayed on the computer screen. Candidates are permitted a total timed testing period of 120 minutes (2 hours) to complete the exam.

- After completion of the APTD Exam, candidates will be provided with a score report by the testing center staff at the front desk.

- To ensure that all candidates earn their results under comparable conditions, a standardized testing environment is maintained. Except where permitted by special accommodation under the Americans with Disabilities Act, none of the following are permitted in the testing room:
  - papers
  - books
  - food and drink
  - calculators, cell phones, pagers
  - smoking materials
  - watches
  - purses, wallets, briefcases, backpacks, bags

What to Expect during Remote Proctoring

Remote proctoring has proven to be a convenient choice for many candidates. Before choosing this option, candidates should make sure that their workspace and internet connection meets the technical requirements for remote proctoring.

Check In
- Just prior to their testing appointment, candidates should test their internet speed, clear the room of any preparation materials and any other notes or handwritten materials, notify others in their location to not disturb them during their appointment.

- Thirty minutes before the exam appointment, candidates must log into the system and complete the check-in procedures which include verification of their identity and to ensure that their workspace and walls are clear of any preparation materials.

- **AFTER you have been checked-in by a greeter, you MAY need to wait up to 30 minutes for a proctor to start your exam. You will be given the opportunity to CANCEL/Reschedule your appointment if you do not wish to wait.**

- Religious head or face coverings can be worn during the exam but may need to be removed for the live check-in photo.

- Being late is not an option. Candidates must be ready when the check-in window opens 30 minutes before the exam start time to allow for mandatory system checks, download of the testing software and identity verification.

Workspace Requirements

- The testing workspace must be a walled room with a closed door and no distractions. No one else is permitted in the room during testing.

- Trained proctors continuously monitor candidates by video and audio while they are taking the exam.

- Candidates must acknowledge and consent to audio and video recording of their face, voice, and the physical room where testing is taking place as well as the location for exam delivery.

- During check-in, candidates will be asked to take real-time photos of their work area, which will be checked by a proctor prior to the exam. Desktops must be clean and all books, notepads, sticky notes, papers, pens, pencils, and other writing instruments must be out of reach.

- If you will be using a web camera built into a monitor that cannot be lifted to show all four walls and under your desk during the check-in process, you may be asked to use a mirror to show these areas. You may wish to have a hand mirror nearby.

- Additional monitors and computers must be unplugged, turned off, and covered. Items on the wall with writing on them, such as whiteboards, will be inspected.

- If their workspace does not pass a room scan, candidates will not be permitted to proceed with the exam and will marked as a no-show for their appointment.

Conduct During Exam, Breaks and Personal Belongings

- **No breaks** are allowed during the 2-hour APTD exam and you cannot leave the frame of the screen.

- Candidates may have a clear glass of water on the desk, but are not allowed to eat, smoke, or chew gum during the exam.

- During the exam, candidates are **not** allowed to access the following types of personal items: mobile phones, headphones or headsets (wired or Bluetooth), handheld computers or other electronic devices, pagers, watches, wallets, purses, hats (or other head coverings), bags, coats, books, notes, or any other materials not specifically approved. Watches must be removed.

- External monitors not in use or TV screens in the room will need to be covered with a towel or other cloth during testing.

- Be aware of the personal requirements during testing (no gum chewing, **no reading the questions aloud to yourself (even silently)**, no leaving the frame of the screen, etc.) and a reminder that one is permitted to enter the room.

- You will be asked to enter a phone number where the remote proctor can reach you, if necessary. You can use your cell phone for this *and leave it in the testing room out of immediate reach*, so that you can answer it if the proctor calls you. This typically is only necessary if you lose internet connection.

- Religious head or face coverings can be worn during the exam but may need to be removed for the live check-in photo.

- Watches must be removed. A countdown-clock is provided within the exam platform.

Termination of Exam

- If candidates are found to be exhibiting inappropriate or wrongful conduct, including things described above, such as accessing study materials during the exam, their exam will be terminated, and their exam fee will be forfeited.
- If candidates are interrupted by noises in another part of the building or if others enter the room while they are testing, the exam will be terminated.

For candidates choosing remote proctoring, additional information may be found on the ATD website here or the PearsonVue page describing the process here.

Special Accommodations

ATD CI and its testing vendor comply with the provisions of the Americans With Disabilities Act (ADA) and Title VII of the Civil Rights Act in accommodating candidates with disabilities who need special accommodations to take the exam. If candidates require special accommodations, they must notify ATD CI of their request **as part of their application**. Only ATD CI has the authority to approve these requests. If the request is not made at the time of application, the accommodations may not be granted.

- The Request for Special Accommodations should be completed as part of the APTD online application. The required form should be downloaded from the certification portal and completed prior to submitting the application. The form must be signed by a licensed or certified professional qualified to diagnose or treat the condition specified in the request. In addition, this professional must provide a Statement of Explanation describing the conditions and the special accommodation(s) needed.
- Both the completed Request for Special Accommodations Form and the Statement of Explanation must be uploaded to the certification portal **at least 10 weeks before the selected testing window opens**. Once received, the request will be reviewed to determine if reasonable accommodations can be made.
- There are no extra fees charged by ATD CI for this accommodation if the procedures outlined in this section are followed. For additional information, please contact ATD CI at Certification@td.org.

General Exam Policies
Exam Copyright

ATD CI holds all proprietary rights for the examination, including copyright and trade secret. In order to protect the integrity of the examination and to ensure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling the copyrighted, proprietary information.

Any attempt to reproduce all or part of an examination is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the examination room, aiding others in reconstructing any portion of an examination by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that examination scores might be invalidated in the event of this type of suspected breach.

Confidentiality and Conduct

You must abide by the following confidentiality and conduct agreement. Failure to abide to the rules of conduct may result in your dismissal from the program without refund. The agreement is as follows:

"I understand that the contents of this test are copyrighted, proprietary, and confidential and that disclosure or reproduction of any portion of it to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution. I can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or my scores might be canceled if there is substantial reason to believe through proctor observation statistical analysis, and/or other evidence that my score may not be valid or that I was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination."

Grounds for Dismissal

Any candidate who does not have proper identification, who uses unauthorized aids, or who does not follow the testing procedures may be dismissed from the test center. ATD CI may choose to have the test scores of such candidates invalidated.

Candidates who engage in misconduct and do not heed the administrator's warning to discontinue the behavior will be dismissed from the test center. All of the following behaviors are considered to be misconduct:

- giving or receiving assistance of any kind, including accepting exam details from another individual, organization, or entity or providing exam details to another individual, organization, or entity. This includes asking or providing information about content on the exam as part of study groups.
  - using any unauthorized aids
  - attempting to take the examination for someone else
  - failing to follow testing regulations or the instructions of the test administrator
  - creating a disturbance of any kind
  - removing or attempting to remove examination questions or responses (in any format) or notes about the examination from the testing room
  - tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Before an exam is canceled for misconduct, the test administrator will notify the candidate of any concerns. The candidate is then given an opportunity to provide additional information. The test administrator then has the following options:
- Dismiss the candidate and file a report with ATD CI describing the action and the reasons for dismissal.
- Allow the candidate to continue and file an irregularity report with ATD CI describing any observations.
- In either event, ATD CI will review that candidate's test record and will make a determination as to the handling of the candidate and the score.

Exam Results

A candidate's score is determined by the number of correct answers out of the total number of questions on the exam. A candidate score is represented on a scale of 200 – 800, with 500 being the required passing score. A consistent passing standard is applied to all candidates equally. A candidate's score does not depend on others who test during the same testing window. There is no pre-determined number of candidates permitted to pass, as ATD CI does not score on a curve.

Candidates who pass the APTD Exam are considered certified upon receipt of passing scores. Certification is for a three (3) year period that beings the day certification is achieved and ends three years later. For example, a candidate passing the exam on October 12, 2022 is considered certified from October 12, 2022 – October 11, 2025.

How the Cut Score Is Determined

The ATD Certification Institute takes great care in determining the cut score for each exam form. The cut score is established through a process called standard setting, during which a selected panel of current APTDs conducts a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job. Their expert judgment is translated to a specific cut score on the exam using the statistical Angoff method.

The Angoff method is commonly used to set passing standards in the credentialing industry. Using this method, the panel of experts reviews and evaluates a representative sample of exam items that map to the test content outline. For each item, the group estimates the percentage of qualified candidates who are expected to answer it correctly. For example, an item rated as 75 percent indicates that three-fourths of the candidates are expected to answer the item correctly. Ratings for each item are then used to compute an overall minimum passing score for the exam.

ATD CI has more than one form of an exam being administered at any given time. A form is the set of 115 test questions given to a candidate during a testing appointment. Multiple forms are in use at the same time for security of the item bank.

ATD CI reports scores as a scaled score on a scale from 200 – 800, with 500 being required to pass. ATD CI does not provide the number of measurement opportunities that must be answered correctly in order to score a 500. This is due to the multiple forms in use at any given time. Each form has its own cut score, which may differ from form to form. An "easer" form, simply due to the make-up of test questions on that form may require candidates to answer more measurement opportunities correctly. Likewise, a "harder" form may require candidates to answer fewer measurement opportunities correctly. This is called equating and ensures a level playing field for all candidates.

Candidates are randomly assigned to a form at the time of application. If a candidate must retake the exam, the candidate is assigned an alternate form of the exam.

Retest Policy

If candidates do not pass their exam, they may retest if their APTD candidacy has not expired. Candidacy is for eighteen (18) months, beginning the day the candidate is approved to take the exam. A retest fee is required to register to retake the APTD Exam (see page 9 for fees).

Candidates wishing to retest must wait at least thirty (30) days until the next exam window to retake the exam. If a candidate wishes to retest after their candidacy expires, they must reapply and meet all current eligibility requirements and pay all current fees.

APTD Achievement

To achieve their APTD certification, candidates must pass the APTD Exam. Once this has been accomplished, candidates are permitted to display the APTD letters after their name. New APTDs will also receive a APTD digital badge, lapel pin, and certificate as further recognition of their accomplishment. APTDs are encouraged to do the following to maximize the impact of their achievement:

- Add the certification to their name on business cards, social media and email signatures.
- Claim and share their digital badge on social media and include it in their email signature or digital resume to communicate their achievement to colleagues and employers.
- Utilize the personal marketing toolkit for credential holders to publicize their achievement.
- Join the APTD community on LinkedIn and Facebook.
- Maintain the credential through recertification.

Policy on Use of the Certification Mark

This policy is applicable to all individuals certified by the ATD Certification Institute

The ATD Certification Institute (ATD CI) offers the Associate Professional in Talent Development (APTD) and Certified Professional in Talent Development (CPTD) designations.

ATD and ATD CI grant limited permission to individuals who have met all of the certification program eligibility criteria, passed the applicable exam, or maintained their certification per ATD CI's recertification requirements, and received notification of certification from ATD CI to use the APTD or CPTD designation that has been granted to them.

The APTD and CPTD designations are registered trademarks in the United States and its use is protected by applicable trademark law.

This limited permission allows only individuals who are currently in good standing with ATD CI to use the designation as part of one's professional title. Proper uses of the designations include:

- Signature lines
- Business cards
- Letterhead
- Name badges/IDs

- Directory listings
- Marketing materials when linked to an individual (e.g. press releases, ads, etc.)

Acceptable examples:
- Jane J. Torres, CPTD
- Jacque R. Smith, APTD
- Jane D. Jones, Ed.D, APTD
- Jordan Doe, Ph.D., CPTD

Use of the APTD and CPTD designations by individuals who are not currently in good standing with ATD CI (e.g. have not been granted certification, have failed to properly maintain certification), is prohibited. Improper use of the designations or certification trademarks may result in disciplinary or legal action.

An APTD or CPTD credential holder has the responsibility to report the unauthorized use, misuse, or other violation of this Policy to the ATD CI in a timely manner.

This reporting responsibility includes any circumstance where the use of an ATD CI granted certification mark is related to an individual or organization that is not a APTD or CPTD credential holder, or where a certification mark is used improperly by an APTD or CPTD credential holder. Suspected improper use of ATD CI designations should be reported in writing via e-mail to ATD CI at: certification@td.org.

A report of improper use must include a copy of the materials showing the misuse (i.e., copy of a CV, email signature line, business card, online profile, etc.). The complainant must include his or her name and contact details when lodging a complaint. However, such information will be held as confidential.

Within seven (7) business days upon receipt of a report of suspected misuse, ATD CI staff will verify the status of the individual reported to have been misusing the designation. If the individual is currently in good standing with ATD CI, the complainant will be notified as such.

If the individual purportedly misusing the designation is not currently certified in good standing, the ATD CI staff shall contact the individual through a written letter, via a traceable method. The letter shall inquire regarding the use of credential and a request made that the respondent forward any evidence of current certification (copy of certificate or award of certification letter) to ATD CI within 15 days of receipt of the notification. The respondent may also reply acknowledging the improper use with evidence that corrective action has been taken (i.e., removal of the designation from business cards, website, CV, etc.), or with an application to take the appropriate examination to achieve the designation.

If no response is received within the stipulated time frame, the ATD CI shall then request legal counsel to send a cease and desist letter to the individual, demanding a response and applicable mandatory corrective action.

Recertification Guidelines

The APTD credential is valid for three (3) years. APTD credential holders must recertify during each three-year recertification period to maintain the credential. The recertification cycle begins the first day of the month after notification of APTD success. Recertification points must tie directly to one or more areas of expertise within The ATD Talent Development Capability Model. Credential holders must accrue a minimum of 40 points during each three-year recertification cycle. The categories for recertification points are listed in the table below.

Categories	**Minimum Required** APTD Points Per Three-Year Period	**Maximum Allowable** APTD Points Per Three-Year Period
1. Continuing Education	**15**	**30**
2. Speaking and Instructing	**0**	**15**
3. On-the-Job Experience	**0**	**15**
4. Research and Publishing	**0**	**15**
5. Leadership and Recognition	**0**	**15**
6. Professional Membership	**0**	**10**
Total Points Required	**15**	**40**

Credential holders must accrue at least 40 recertification points during their certification cycle to renew their credential. **Certificants must report at least fifteen (15) points from the Continuing Education Category**. Points do not need to be earned in all categories, but each category does have a maximum allowable number of points as outlined above. As an alternative, credential holders may elect to retake the certification exam to satisfy the recertification requirements. Fees would apply to retest; see the schedule of fees for more information.

For additional details visit https://www.td.org/certification/recertification-program

Appendix A: Code of Ethics and Disciplinary Process

All applicants for certification with the ATD Certification Institute must agree to uphold the ATD Certification Institute Code of Ethics. The Code of Ethics itself, and the associated disciplinary process, can be found here.

This Code of Ethics and accompanying Procedures for Review of Conduct were adopted by the ATD Certification Institute Board of Directors on October 23, 2013.

Summary

The ATD Certification Institute ("ATD CI") is a nonprofit, tax-exempt organization created by the American Society for Talent Development ("ATD") to set professional industry standards for the talent development profession. The ATD CI Code of Ethics (the "Code") serves as a code of professional conduct and describes the behavior expected of a talent development professional. The Candidate Agreements—referenced the APTD Handbook (Appendix B)—provide further detail on policies and rules to which candidates must adhere. Individuals who have earned the Certified Professional in Talent Development ("APTD") credential and those who have applied to the program must affirm their endorsement of the Code and acknowledge their commitment to uphold its principles, and agree to the policies and rules set forth in the APTD Handbook. Violations of provisions 14 of the Code or Candidate Agreements may result in sanctions imposed under the Procedures for Review of Conduct (the "Procedures"). These Procedures were adopted to provide due process to individuals who have earned the APTD credential and other Covered Individuals to protect the integrity and ensure the efficacy of the Code and policies of the APTD Program.

ATD CI Code of Ethics

I will:

1. Comply with all copyright laws and the laws and regulations governing my position.

2. Maintain integrity in the practice of my profession.

3. Conduct myself in an ethical and honest manner.

4. Fairly and accurately represent my credentials, qualifications, experience, and ability.

I strive to:

1. Provide my employer, clients, and learners with the highest-level quality education, training, and development.

2. Keep informed of pertinent knowledge and competence in this field.

3. Support my peers and avoid conduct that impedes their practicing their profession.

4. Improve the public understanding of talent development.

Procedures for Review of Conduct

I.   **Introduction**

The following Procedures for Review of Conduct (the "Procedures") are the only rules and procedures for processing and reviewing possible violations of provisions 1-4 of the ATD CI Code of Ethics, APTD program rules and policies, or any provision of applicable law. These Procedures are applicable to: (1) all individuals who hold the APTD credential; and (2) individuals who apply to commence the APTD certification process (throughout these Procedures, the individuals to whom these Procedures apply may be referred to collectively as "Covered Individuals"). Covered Individuals acknowledge and agree that the Procedures establish a fair process for resolving all potential misconduct violations; and Covered Individuals further acknowledge and agree that they will be bound by decisions made, and sanctions issued, pursuant to the Procedures.

These Procedures shall apply to all complaints, allegations, or inquiries received about a Covered Individual, whether initiated by another individual holding the APTD credential, ATD CI or its agents, or other third party. Actions taken under these Procedures do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made in connection with a Covered Individual's conduct in appropriate situations. Individuals bringing complaints are not entitled to any relief or damages by virtue of these Procedures, although they will receive notice of the actions taken. Complaints essentially of a commercial nature, primarily involving claims of libel or slander, or primarily requesting judicial-type relief, may not be considered under these Procedures unless they also involve potential violations of provisions 1-4 of the Code of Ethics, APTD program rules and policies, or otherwise are included in the grounds for disciplinary action set forth herein.

Notices provided under these Procedures shall be delivered to the delivery address on file with ATD CI using either registered mail or reliable delivery service with signature required by the recipient. Parties are responsible for maintaining up-to-date delivery addresses with ATD CI.

II.   **Grounds for Disciplinary Action**

The grounds for disciplinary action are as follows:

A.   Gross negligence or willful misconduct in the performance of services, or other unethical or unprofessional conduct based upon demonstrable or serious violations of provisions 1-4 of the ATD CI Code of Ethics, or applicable rules or policies.

B.   Conviction of a Covered Individual of a felony or other crime of moral turpitude under federal or state law, which impacts their ability to effectively practice in the talent development profession.

C.   Fraud or misrepresentation in the application, testing process, or maintenance of ATD CI certification, industry certification, or other professional recognition or credential, including cheating or plagiarism during any aspect of the certification and maintenance process.

III.   **Development and Administration of Procedures**

A.   The ATD CI Board of Directors (the "CI Board") is responsible for the development and administration of these Procedures; however, the Professional Conduct Review Committee (the "Review Committee") is delegated to administer these Procedures on behalf of the CI Board.

B. The Chair of the Professional Conduct Review Committee (the "Review Committee Chair") is specifically responsible for ensuring that these Procedures are implemented and followed.

C. All members of the CI Board, ATD staff, members of the Review Committee, and other individuals engaged in investigations or decisions on behalf of ATD CI with respect to any complaint, allegation, or inquiry under these Procedures are indemnified and shall be defended by ATD CI against any liability arising from related activities to the extent permitted by law, provided such individuals act in good faith and with reasonable care, without gross negligence or willful misconduct, and do not breach any fiduciary duty owed to ATD CI. No one who has any personal involvement in the alleged misconduct or any conflict of interest shall be permitted to participate in the matter to be reviewed.

IV. **Complaints**

A. Complaints may be transmitted to ATD CI by any individual or entity, but must be set forth in writing on the Complaint Form of the ATD CI Code of Ethics. A copy of the Complaint form is available through ATD CI upon request. In addition, the CI Board Chair may self-initiate an inquiry if circumstances warrant. Inquiries or submissions other than properly submitted complaints may be handled by ATD CI at its discretion. All such complaints, allegations, inquiries, or submissions relating to the Code are directed to the Review Committee Chair. Upon receipt and preliminary review of any such submission, the Review Committee Chair may conclude, in his or her sole discretion, that the submission: (1) contains facially unreliable or insufficient information; or (2) is patently frivolous or trivial. In such cases, the Review Committee Chair may determine that the submission does not constitute a potentially actionable complaint that would justify bringing it before the Review Committee, as defined in Section V, for determination of whether there has been a violation of provisions 1-4 the Code. If so, such submission shall be disposed of by the Review Committee Chair, and notice to its submitter shall be provided by the Review
Committee Chair, if the submitter is identified. All such preliminary dispositions by the Review Committee Chair shall be reported to the CI Board Chair and the President of ATD

B. If a submission is deemed by the Review Committee Chair to be a potentially actionable complaint, the Review Committee Chair shall see that written notice is provided to the Covered Individual whose conduct has been called into question, advising the Covered Individual that an investigation is being initiated, providing the Covered Individual with a copy of the complaint documentation, and advising the Covered Individual that the Covered Individual shall submit a written response within thirty (30) days of the date of the notice. The Review Committee Chair also shall provide notice to the individual submitting the complaint that the complaint is being reviewed by ATD CI.

V. **Review Panel**

A. For each complaint involving an alleged violation the Review Committee Chair believes is potentially actionable, the Review Committee Chair shall convene a Review Panel made up of three persons.

B. The Review Committee Chair shall select members of the Review Panel from among a group of individuals selected in advance by the CI Board to be potential Review Committee members. The CI Board Chair shall be notified when members are selected to a Review Panel to address a complaint. Each member of the Review Committee may hold the Associate Professional in Talent Development ("APTD") credential from ATD CI and/or have other expertise in the field.

C. The Review Committee Chair will authorize, and members of the Review Panel will be tasked with investigating the specific facts and circumstances to whatever extent necessary to clarify,

expand, or corroborate the information provided by the submitter, and deciding as to whether charges, and what charges, against the Covered Individual should be brought, pursuant to these Procedures.

VI. **Review of Complaint**

A. For each submission involving an alleged violation of the Code that the Review Committee Chair believes is a potentially actionable complaint, the Review Committee Chair shall authorize a three (3) person Review Panel (from among members of the Review Committee) to investigate its specific facts or circumstances to whatever extent is necessary to clarify, expand, or corroborate the information provided by the submitter. The Review Panel may be assisted in the conduct of its investigation by ATD staff and/or legal counsel.

B. The Review Panel may determine that it would be appropriate to discontinue consideration of the matter due to: (1) the existence of another proceeding before another professional body, a court, or a government agency; or (2) a determination that the nature of the allegations dictate that the matter should be referred to another entity engaged in the administration of law.

C. The Review Panel may contact the individual submitting the complaint and the Covered Individual for information in addition to the initial complaint and response. The time for providing such additional information shall be established by the Review Panel, and the individuals shall be given not less than 15 days to respond. The Review Panel may, at its discretion, contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

D. If, after an initial review, the Review Panel concludes that formal charges may be warranted, the Review Panel shall provide the Review Committee Chair, CI Board Chair, and President of ATD CI with notice of such conclusion and a copy of the Review Panel's initial report. The President of ATD CI shall notify the Covered Individual to be charged and send the Covered Individual a copy of the charges and the Review Panel's report. The Covered Individual shall be advised that he or she may request the opportunity to submit information or arguments contesting the charge in writing, by submitting such request within 30 days of receipt of the notice. The Covered Individual shall also be sent a copy of these Procedures.

E. No member of the Review Panel should have an anticompetitive or commercial reason for applying sanctions against the Covered Individual, or otherwise have any conflict of interest with respect to the Covered Individual or the conduct resulting in the investigation. Members of the Review Panel have a responsibility to identify any potential or actual conflicts they may have and bring such conflicts to the attention of the CI Board Chair. With the agreement of the CI Board Chair, members of the Review Panel may recuse themselves due to a conflict of interest. The vacant seat will be filled by a different member of the Review Committee. The Covered Individual who is the subject of the investigation shall be provided with a list of the individuals making up the Review Committee.

F. All investigations and deliberations of the Review Panel are to be conducted in confidence to the extent practical, except that the Review Panel shall be permitted to disclose any relevant information when compelled by a validly issued subpoena or other government order or request, when otherwise required by law, or to parties essential to the review and investigation of the alleged aggrieved conduct, including, without limitation, potential witnesses. All written communications relating to the investigations and deliberations of the Review Panel should be sealed and marked "Personal and Confidential." All investigations and deliberations of the Review Panel shall be conducted objectively, without prejudgment of any kind. An investigation may be directed toward any aspect of a complaint that is relevant or potentially relevant.

G. The Review Panel meetings may be held in person or virtually as determined by the Review Committee Chair. The Review Committee Chair shall preside and make evidentiary and other procedural rulings with the advice of ATD CI legal counsel. Written statements may be submitted in advance of Review Panel meetings and accepted as evidence within reasonable deadlines established by the Review Committee Chair and communicated to the Covered Individual.

VII. **Determination of Violation**

A. Upon completion of its investigation and the hearing, the Review Panel shall determine by majority vote, upon a preponderance of the evidence, whether there has been a violation of the Code, and whether sanctions should be imposed. When the Review Panel finds that there has been a violation, it shall also determine the appropriate sanction. If the Review Panel so recommends, a written determination with the applicable sanction shall be prepared under the supervision of the Review Committee Chair, a copy of which shall be provided to the CI Board Chair and President of ATD CI, along with the record of the Review Panel's investigation and deliberation. Written notice of the Review Panel's determination and the proposed sanctions shall be provided to the charged Covered Individual within 15 days of the Review Panel's determination. If the Review Panel determines that a violation has not occurred, the complaint shall be dismissed with notice to the Covered Individual, as well as to the individual or entity who submitted the complaint; a summary report shall also be provided to the CI Board Chair.

B. In certain circumstances, the Review Panel may determine that the Covered Individual in violation of the Code should be offered the opportunity to submit a written assurance that the conduct in question has been terminated and will not recur, with the expectation that such written assurance would be taken into consideration by the Review Panel when deciding whether to pursue charges and, if applicable, what sanction to impose. If such an offer is extended, the Covered Individual at issue must submit the required written assurance within 30 days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the Review Panel.

VIII. **Sanctions**

A. Any of the following sanctions may be imposed by the Review Panel upon a Covered Individual whom the Review Panel has determined to have violated the Code, specifically, whose conduct the Review Panel has determined constitutes one or more of the grounds for disciplinary action. The sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the Covered Individual and deterrence of the same or similar conduct by others. The sanctions include:

1. Private written reprimand to the Covered Individual;
2. Suspension of the Covered Individual's APTD credential or candidacy for a designated period; or
3. Permanent removal of the Covered Individual's APTD credential or candidacy.

For each of these three sanctions, a summary of the determination and the sanction, along with the Covered Individual's name, may be published more broadly at the discretion of the Review Panel. No publication shall occur until either an appeal has been concluded in the applicable case or the deadline to file an appeal has passed without such appeal being filed.

IX.   **Appeal**

A.   Within 30 days of the date of notice of a determination by the Review Panel that a Covered Individual has violated the Code, the affected Covered Individual may submit to the CI Board in writing on the Code of Ethics Review of Conduct Appeals form a request for an appeal. The form will be sent to the individual as part of the summary of determination and sanction correspondence mentioned in the preceding sections. CI Board members shall follow the terms of the CI Board Conflicts of Interest policy in connection with any filed appeal.

B.   The CI Board may only review the record to review whether the determination by the Review Panel of a violation of the Code was inappropriate because of: (1) material errors of fact, or (2) failure of the Review Panel to conform to published criteria, policies, or procedures. The standard of review by the CI Board in making this determination in each instance shall be whether the Review Panel's actions were clearly erroneous. Only facts and conditions up to and including the time of the Review Panel's determination, as represented by facts known to the Review Panel, may be considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding and shall be considered and decided based solely on written submissions.

C.   The CI Board shall conduct and complete the appeal within 90 days of receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the Covered Individual and of the Review Panel. Submissions shall be made according to whatever schedule is reasonably established by the CI Board. The decision of the CI Board shall either affirm or overturn the determination by the Review Panel that a violation of the Code has occurred, but the CI Board shall not address any sanction(s) imposed by the Review Panel. If significant deficiencies are found, the CI Board may refer the matter back to the Review Panel for further and final action. The decision of the CI Board, including a statement of the reason(s) for the decision, shall be reported to the Review Panel. The decision of the CI Board shall be binding upon ATD CI and the Covered Individual.

X.   **Resignation**

A.   If a Covered Individual who is the subject of a complaint voluntarily surrenders his or her APTD credential at any time during the pendency of a complaint under these Procedures, the complaint shall be dismissed without any further action by the Review Panel or the CI Board. In such instance, the entire record shall be sealed and the Covered Individual may not apply for the APTD credential for five (5) years. The CI Board may authorize the President of ATD CI to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of resignation, to or at the request of a government entity engaged in the administration of law or a potential employer who requires reasonable knowledge of whether the Covered Individual holds the APTD credential. Similarly, in the event of such resignation, the person or entity who submitted the complaint shall be notified of the fact and date of the resignation and that the Board has dismissed the complaint as a consequence.

Appendix B: Releases and Agreements

APTD Program Applicant Declaration & Release

I hereby submit this application to the ATD Certification Institute (or "ATD CI") to be an Associate Professional in Talent Development (APTD) in accordance with and subject to ATD CI's standards, rules, policies, and procedures. I understand that ATD CI and/or ATD may use the information gathered in the certification process for statistical purposes for the evaluation of the certification program, or for other research or study. I further understand that ATD CI will use reasonable efforts to keep the information in its possession confidential.

I understand that ATD CI reserves the right to verify any or all the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules of certification, may result in appropriate disciplinary action. I further understand that I must immediately inform ATD CI of any changed circumstances that may affect this application and the information that has been provided, or that may affect my continuing certification eligibility.

I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if ATD CI determines through either proctor observation or statistical analysis that I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examinations. I agree that I will not list my passing status on any professional stationary or business cards, nor will I use it in any advertising until I have passed both exams (the Knowledge Exam and the Skills Application Exam) of ATD CI APTD program.

I, the undersigned, recognize that ATD CI is the sole and only judge of my qualification to receive and maintain certification. I further recognize that ATD CI reserves the right to modify or alter at any time the certification standards, the requirements for certification and/or recertification, and any rules, policies, or procedures in connection therewith.

I authorize ATD CI to include my name and contact information in any publicly available lists or directories in which the names of Associate Professionals in Talent Development (APTDs) are published, and hereby waive any rights of objections to such listings.

I understand and agree that ATD CI owns all right, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other material related to ATD CI and ATD CI's APTD program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by ATD CI and agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification.

I understand and agree that neither ATD CI nor ATD makes any claims, warranties, guarantees, or promises regarding the content or performance of any Associate Professional in Talent Development (APTD); and I agree not to misrepresent my certification status and its meaning.

I, the undersigned, do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of my application and all materials and information submitted to ATD CI.

In consideration of my application to and participation in ATD CI's APTD program, I, the undersigned, do hereby release, discharge, and hold harmless individually and collectively ATD CI, ATD, and their officers, directors, employees, committee and commission members, members, subsidiaries, agents, successors, and assigns, from any and all liability that may arise, directly or indirectly now or in the future, by reason of or in connection with any decision, action, or omission relating to this application, the failure of ATD CI to grant certification or recertification to me, the revocation of my certification, or ATD CI's certification standards. This release and wavier of liability shall be binding on my heirs, executors, administrators, successors, and assigns.

I also understand and agree that in considering this application, ATD CI may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as ATD CI deems appropriate. Without limiting the generality of the foregoing, I hereby authorize ATD CI to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted by ATD CI to respond to such inquiries and provide copies of any relevant and non-confidential information to ATD CI. I further authorize ATD CI to provide a copy of this statement to those entities contacted by ATD CI about this application.

APTD Program Candidate Intent to Participate

I intend to participate in ATD CI's APTD program and I agree to the following:

- My data can be released for research purposes and published as part of the program analysis.
- I will follow ATD CI's Code of Ethics and Intellectual Property policy as may be amended from time to time by ATD CI.
- I will provide a professional demographic profile to be used for research purposes and collected at the time of examination.
- I will pay a nonrefundable exam fee in the amount specified in the program materials.
- I meet the eligibility requirements.
- I give my permission for ATD CI to release my name publicly if I obtain the APTD credential.
- I have read and understand all the APTD program materials and the APTD requirements in the APTD Certification Handbook, including but not limited to the refund, transfer, deadlines, and appeals policies.

In return, all participating professionals will be provided:
- a seat and score report for the APTD Exam

I agree to the following:

- The exam fee is nonrefundable unless ATD CI does not fulfill the aforementioned terms. All candidates are expected to participate in all aspects of the program for which they are eligible.
- To ensure the privacy and protection of all candidates, ATD CI and ATD representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate's behalf.

Appendix C: APTD Gap Assessment

ATD Certification Institute's gap assessment will help you determine your readiness for the APTD certification exam. It can also help you identify personal strengths and areas for growth to support your professional development objectives and help you acquire or strengthen skills and competencies required for success as a talent development professional.

The certification exam and this gap assessment is built on the detailed content outline for the APTD, which details the KSAs needed to be a successful and effective talent development professional in today's rapidly changing environment.

The APTD detailed content outline is a subset of knowledge and skills from the three domains of practice found in the Talent Development Capability Model that have been determined to be necessary for successful and effective practice in talent development for someone with three years of experience.

I.   Building Personal Capability: 20 percent
II.   Developing Professional Capability: 50 percent
III.   Impacting Organizational Capability: 30 percent

Under each of these essential capability areas are specific knowledge and skill statements identified in the detailed content outline. This gap assessment is constructed from those statements.

In each section of the gap assessment, you should review the knowledge and skill required. Using the keys provided, consider your current level of understanding and experience in each task area. This is your personal assessment of your competence, honesty with yourself is important. Then, determine the gap, if any, that exists and whether any additional development on your part is needed. This exercise will help you assess your current readiness for the APTD certification exam and identify areas where additional experience, study, or mentoring would be beneficial.

Completing this gap assessment does not ensure mastery of the competencies required for the APTD certification exam but helps you assess your readiness, identify your current strengths, and chart a plan for gaining knowledge and skills in areas of desired growth.

Proficiency:
1 - Exploring - I have had no exposure to this concept OR I have little knowledge or skill in this area.
2 - Informed - I only have general, conceptual knowledge or awareness of this concept OR I have limited ability to perform this skill. I need reference materials to complete tasks related to this concept.
3- Capable - I am able to apply my knowledge of this concept in my work OR I can perform this skill consistently with minimal guidance.
4- Advanced - I am able to apply in-depth knowledge of this concept OR I use my experience in this skill to lead or coach others in performing this skill.
5 - Expert - I provide expert advice and make sound judgments using my knowledge of this concept OR I provide consultation and leadership to others using this skill. I can foster greater understanding of this concept among colleagues and stakeholders.

Development Gap
3 – Little or no development needed.
2 – Some development needed.
1 – Considerable development needed.

Associate Professional in Talent Development (APTD)		
Building Personal Capability (20 Percent)		
Knowledge and Skill Statements	**Proficiency**	**Gap**
1.1 Communication		
1.1.C Skill in conceiving, developing, and delivering information in various formats and media.	1 2 3 4 5	1 2 3
1.2 Emotional Intelligence and Decision-Making		
1.2.A Knowledge of theories of emotional intelligence.	1 2 3 4 5	1 2 3
1.3 Collaboration and Leadership		
1.3.A Knowledge of theories, methods, and techniques to build and manage professional relationships (for example, group dynamics, teamwork, shared experience, and negotiation).	1 2 3 4 5	1 2 3
1.3.B Knowledge of methods and criteria for establishing and managing collaboration among various units (for example, finance, operations, IT, and sales/marketing).	1 2 3 4 5	1 2 3
1.3.C Knowledge of principles and techniques for providing feedback.	1 2 3 4 5	1 2 3
1.3.C Knowledge of theories of leadership (for example, transformational, inclusive, and situational).	1 2 3 4 5	1 2 3
1.4 Cultural Awareness and Inclusion		
1.4.A Knowledge of methods and techniques to foster cultural awareness, encourage cultural sensitivity, and broaden viewpoints.	1 2 3 4 5	1 2 3
1.5 Project Management		
1.5.A Knowledge of project management principles and processes (for example, scheduling, planning, allocating resources, evaluating, and reporting).	1 2 3 4 5	1 2 3
1.6 Compliance and Ethical Behavior		
1.6.A Knowledge of laws, regulations, and ethical issues related to the development of instructional content (for example, intellectual property and copyright laws and accessibility requirements).	1 2 3 4 5	1 2 3

Proficiency:
1 - Exploring - I have had no exposure to this concept OR I have little knowledge or skill in this area.
2 - Informed - I only have general, conceptual knowledge or awareness of this concept OR I have limited ability to perform this skill. I need reference materials to complete tasks related to this concept.
3- Capable - I can apply my knowledge of this concept in my work OR I can perform this skill consistently with minimal guidance.
4- Advanced - I can apply in-depth knowledge of this concept OR use my experience in this skill to lead or coach others in performing this skill.
5 - Expert - I provide expert advice and make sound judgments using my knowledge of this concept OR I provide consultation and leadership to

others using this skill. I can foster greater understanding of this concept among colleagues and stakeholders.

Development Gap
3 – Little or no development needed.
2 – Some development needed.
1 – Considerable development needed.

Developing Professional Capability (50 Percent)		
Knowledge and Skill Statements	**Proficiency**	**Gap**
2.1 Learning Sciences		
2.1.A Knowledge of the principles and applications of cognitive science for learning (for example, auditory and visual processing, information storage/retrieval, memory, and cognitive load).	1 2 3 4 5	1 2 3
2.1.B Knowledge of theories and models of adult learning (for example, Knowles' Adult Learning Theory, Bloom's Taxonomy, Gagne's Nine Levels of Learning, Mager's Criterion-Referenced Instruction) approach; social and collaborative learning; and experiential learning.	1 2 3 4 5	1 2 3
2.1.B Knowledge of the foundational learning theories of behaviorism, cognitivism, and constructivism.	1 2 3 4 5	1 2 3
2.2 Instructional Design		
2.2.A Knowledge of instructional modalities (for example, classroom learning, blended learning, massive open online courses [MOOCs], gamification, multidevice/mobile learning, and virtual reality simulations.	1 2 3 4 5	1 2 3
2.2.B Knowledge of types and applications of instructional methods and techniques (for example discussion, self-directed learning, role playing, lecture, action learning, demonstration, and exercise).	1 2 3 4 5	1 2 3
2.2.C Knowledge of methods and techniques for planning, designing, and developing instructional content.	1 2 3 4 5	1 2 3
2.2.D Knowledge of the criteria used to assess the quality and relevance of instructional content in relation to a desired learning or behavioral outcome.	1 2 3 4 5	1 2 3
2.2.E Knowledge of methods and techniques for defining learning and behavioral outcome statements.	1 2 3 4 5	1 2 3
2.2.F Knowledge of how design thinking and rapid prototyping can be applied to the development of learning and talent development solutions.	1 2 3 4 5	1 2 3
2.2.G Knowledge instructional design models and processes (for example ADDIE and SAM).	1 2 3 4 5	1 2 3
2.2.H Knowledge of how formal and informal learning experiences influence and support individual and group development.	1 2 3 4 5	1 2 3
2.3 Training Delivery and Facilitation		
2.3.A Knowledge of facilitation methods and techniques.	1 2 3 4 5	1 2 3

Knowledge and Skill Statements	Proficiency	Gap
2.4 Technology Application		
2.4.A Knowledge of techniques and approaches to leverage social media platforms and tools to support knowledge sharing, idea exchange, and learning.	1 2 3 4 5	1 2 3
2.4.B Knowledge of existing learning technologies and support systems (for example, collaborative learning software, learning management systems, authoring tools, and social media).	1 2 3 4 5	1 2 3
2.4.C Knowledge of communication technologies and their applications (for example, video conferencing, web conferencing, audience response systems, and presentation software).	1 2 3 4 5	1 2 3
2.4.D Knowledge of functions, features, limitations, and practical applications of the technologies available to support learning and talent development solutions.	1 2 3 4 5	1 2 3
2.5 Knowledge Management		
2.5.A Knowledge of methods and techniques for disseminating and sharing knowledge across individuals, groups, and organizations.	1 2 3 4 5	1 2 3
2.6 Career and Leadership Development		
2.6.A Knowledge of leadership development practices and techniques (for example, formal training programs, job rotation, and coaching and/or mentoring).	1 2 3 4 5	1 2 3
2.6.B Knowledge of career development methods and techniques (for example, job rotations and stretch assignments).	1 2 3 4 5	1 2 3
2.7 Coaching		
2.7.A Skill in helping individuals or teams identify goals, develop realistic action plans, seek development opportunities, and monitor progress and accountability.	1 2 3 4 5	1 2 3
2.8 Evaluating Impact		
2.8.A Knowledge of models and methods to evaluate the impact of learning and talent development solutions.	1 2 3 4 5	1 2 3
2.8.B Knowledge of qualitative and quantitative data collection methods, techniques, and tools (for example, observations, interviews, focus groups, surveys, and assessments).	1 2 3 4 5	1 2 3

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Development Gap

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Impacting Organizational Capability (30 Percent)		
Knowledge and Skill Statements	**Proficiency**	**Gap**
3.1 Business Insight		
3.1.A Knowledge of business strategies and factors that influence an organization's competitive position in the industry.	1 2 3 4 5	1 2 3
3.2 Consulting and Business Partnering		
3.2.A Knowledge of needs assessment approaches and techniques.	1 2 3 4 5	1 2 3
3.3 Organization Development and Culture		
3.3.A Knowledge of work roles, relationships, and reporting structures within an organization.	1 2 3 4 5	1 2 3
3.3.B Knowledge of strategies and techniques for building, supporting, and promoting an organizational culture that values talent and learning as drivers of competitive advantage.	1 2 3 4 5	1 2 3
3.4 Talent Strategy and Management		
3.4.A Knowledge of talent management functions (for example, workforce planning, acquisition, employee development, performance management, and compensation and rewards).	1 2 3 4 5	1 2 3
3.4.B Knowledge of methods to identify critical requirements of tasks, jobs, and roles (for example, job analysis, competency modeling, and leadership competency development).	1 2 3 4 5	1 2 3
3.4.C Knowledge of approaches for identifying and developing high potential talent.	1 2 3 4 5	1 2 3
3.5 Performance Improvement		
3.5.A Knowledge of performance analysis methods and techniques (for example, business process analysis, performance gap assessment, and root-cause analysis).	1 2 3 4 5	1 2 3
3.5.B Knowledge of how human interactions with work environments, tools, equipment, and technology affect individual and organizational performance.	1 2 3 4 5	1 2 3
3.6 Change Management		
3.6.A Knowledge of how change impacts people and organizations.	1 2 3 4 5	1 2 3

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Development Gap

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Knowledge and Skill Statements	Proficiency	Gap
3.7 Data and Analytics		
3.7.A Knowledge of data visualization, including principles, methods, types and applications (for example, texture and color mapping, data representation, graphs, word clouds).	1 2 3 4 5	1 2 3
3.8 Future Readiness		
3.8.A Knowledge of techniques to promote, support, and generate innovation and creativity (for example, design thinking, brainstorming, and ideation).	1 2 3 4 5	1 2 3
3.8.B Knowledge of emerging learning technologies and support systems (for example artificial intelligence, augmented and virtual reality).	1 2 3 4 5	1 2 3

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Development Gap

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Appendix D: Sample Questions

Review the following sample questions to get an indication of what to expect on the exam. Correct answers are included in the back of this section.

1. **A talent development manager wants to provide effective feedback to direct reports. Which type of feedback is most likely to help the manager's employees feel engaged at work?**

   A. Provide corrective feedback when employees have incorrectly completed their work.
   B. Provide frequent positive feedback that praises employees for doing good work.
   C. Provide frequent positive feedback that details how employees' strengths can be applied to future projects.
   D. Provide frequent developmental feedback designed to help employees improve at work.

2. **Which action is most likely to have a lasting impact on an organization's learning culture?**

   A. Integrating training requirements into the annual performance review system
   B. Launching an incentive program to reward participation in learning activities
   C. Increasing leadership and management training
   D. Conducting an organizational capabilities assessment

3. **Which factor should be addressed in project management plans?**

   A. Target audience learning style
   B. Budget for the learning project
   C. Learning delivery modes
   D. Adult learning principles

4. **Which level of Bloom's taxonomy includes problem-solving techniques, manipulating, designing, and experimenting?**

   A. Application
   B. Analysis
   C. Synthesis
   D. Comprehension

5. **What is the best reason for providing a change support structure that balances plans and flexibility?**

   A. To allow for learning and quick self-correction in the process
   B. To allow for changes from leadership during the change
   C. To allow for fluctuations in the timely delivery of plans
   D. To allow for a predictable approach to change management

6. **A talent development (TD) professional notices that several participants in a training session are unmotivated to complete an activity. Instead, the participants are discussing an upcoming business retreat. What would be the most effective way for the TD professional to increase the participants' motivation to learn?**

    A. Remind the participants of the training guidelines.
    B. Engage the participants in a direct conversation.
    C. Create an alternate activity that was not included in the original design.
    D. Remind the participants of the benefits they will receive from the training.

7. **A manager wishes to set goals for a new employee that align with the goals of the team and organization. Which tool should the manager use?**

    A. An individual development plan
    B. A team SWOT (strengths, weaknesses, opportunities, threats) analysis
    C. A role-based learning path
    D. Organizational key performance indicators

8. **What process relies on Kirkpatrick's four levels by putting them into a logical chain of evidence that unifies the learning and business functions?**

    A. Business cost analysis (BCA)
    B. Benefit cost ratio (BCR)
    C. Cost-benefit analysis (CBA)
    D. Return on expectations (ROE)

9. **What is one external driver that directs an organization's strategy, goals, and needs when establishing measures for evaluating its business?**

    A. Technology
    B. Economics
    C. Shareholder
    D. Financial

10. **Recently hired operators of a complex machine at a manufacturing plant are making errors. The machine, though critical to operations, is likely to be replaced soon. Which action would be best for the talent development professional to take to improve the operators' performance?**

    A. Develop a simulation of machine operations.
    B. Create a job aid.
    C. Design an online training module.
    D. Host a classroom session.

11. **Which type of assessment is best for determining the skills, knowledge, and attitudes required for a specific job?**

    A. Task assessment
    B. Organizational assessment
    C. Individual assessment
    D. Knowledge assessment

12. **A company wants individuals in a leadership development program to have the opportunity to learn from people inside and outside the organization. Individuals who wish to gain knowledge and share their experience with others will be invited to join. Which term best describes the type of program the company is building?**

    A. Coaching
    B. Mentoring
    C. Training
    D. Job sharing

13. **Which analysis approach should an organization adopt to determine if a new training program will impact organizational effectiveness?**

    A. Return on investment
    B. Kirkpatrick evaluation
    C. Systems diagnosis
    D. Knowledge acquisition

14. **Which is the best approach for a talent development professional to reduce intercultural communication problems in a training session?**

    A. Provide interpreters for delivery of training where learners are likely to speak a common second language.
    B. Use gestures so that learners from different cultures can understand what is being said.
    C. Provide presentation materials in writing.
    D. Adapt the delivery of the message to the cultural viewpoint of the learners.

15. **A talent development professional measured and analyzed employees after training for a complex task that is not applied regularly and determined 50% of the attendees met expectations. What is the best solution to increase results?**

    A. Communities of practice
    B. Additional classroom training
    C. Web-based training
    D. Electronic performance support system

APTD Practice Questions: Answer Key

Question 1
Answer: C
Test Content Outline topic: 1.3.C
Reference: *Focus on Them*, p. 105-108

Question 2
Answer: D
Test Content Outline topic: 3.3.B
Reference: *Learning for the Long Run* Chapter 3, page 62

Question 3
Answer: B
Test Content Outline topic: 1.5.A
Reference: *Talent Development Body of Knowledge*, 1.5.1.5 and 1.5.1.7

Question 4
Answer: A
Test Content Outline topic: 2.1.B
Reference: *ISD From The Ground Up*. p.12

Question 5
Answer: A
Test Content Outline topic: 3.6.A
Reference: ASTD Handbook, Chapter 47, page 764

Question 6
Answer: D
Test Content Outline topic: 2.3.A
Reference: *The Art and Science of Training*, pg 23

Question 7
Answer: A
Test Content Outline topic: 2.7.A
Reference: *ATD Foundations of Talent Development*, pages 230-231

Question 8
Answer: D
Test Content Outline topic: 2.8.A
Reference: *Four Levels of Training Evaluation*, pgs 24, 34-35

Question 9
Answer: B
Test Content Outline topic: 3.1.A
Reference: *Talent Development Body of Knowledge*, 3.1.2

Question 10
Answer: B
Test Content Outline topic: 2.2.B
Reference: *Talent Development Body of Knowledge*, 2.2.2.4.3

Question 11
Answer: A
Test Content Outline topic: 3.2.A
Reference: *ATD Foundations of Talent Development,* page 159

Question 12
Answer: B
Test Content Outline topic: 2.6.A
Reference: *ASTD Handbook 2nd edition* 2014, Section VI: Expanded Roles of the T&D Professional, pg 368

Question 13
Answer: C
Test Content Outline topic: 3.5.A
Reference: *ASTD Handbook*, chapter 34, page 557-559

Question 14
Answer: D
Test Content Outline topic: 1.4.A
Reference: *Destination Facilitation*, pg 9 - 11

Question 15
Answer: D
Test Content Outline topic: 2.4.D
Reference: *Talent Development Body of Knowledge*; 3.5.6

Appendix E: Appeal Process and Form

The ATD Certification Institute (ATD CI) makes every attempt to make fair and accurate decisions based on the information provided by the applicants and certificants. An appeal procedure is available to those who wish to contest any adverse decision affecting his or her application or certification status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

ATD CI will review appeals of adverse certification decisions from applicants for APTD or CPTD certification ("applicants") or APTD or CPTD certified individuals ("certificants").

Candidates are permitted to appeal an adverse certification decision on the grounds that ATD CI did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of recertification, suspension of certification or revocation of certification.

No appeal may be taken from an adverse decision based on an individual's receipt of a failing score on an ATD CI certification examination, absent extraordinary circumstances, as determined solely by ATD CI. Individuals cannot appeal (1) the passing score or actions taken in setting a passing score; (2) establishment of eligibility criteria; (3) individual test items; and (4) test content validity.

Privileged Information, including the nature, format, content and results of examinations administered by ATD CI are considered privileged information. Due to the importance of exam security and item banking, neither exam forms nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party. Upon receipt of the notice of an adverse decision, the applicant or certificant has the option to submit a written notice of appeal to ATD CI no more than ten (10) calendar days following notice of the adverse decision.

In the written appeal, the applicant or certificants shall detail the nature of the request for appeal and the specific facts and circumstances supporting the request, and, all reasons why the action or decision should be changed or modified. The applicant or certificant must provide additional written, factual documentation support his/her appeal. The applicant shall bear the burden of proving the adverse decision was based on erroneous factual determination. There is no appeal on the basis of an incomplete application.

Applicants or certificants submitting a request for review to ATD CI shall receive notification of the results within fifteen (15) calendar days of receipt of the request. Should the candidate not be satisfied with the decision rendered, the candidate may submit a written appeal to ATD CI within ten (10) days.

ATD CI will review the appeal submission and accompanying documents and make a determination. Candidates will be notified of ATD CI's decision within forty five days (45) of receipt of the request. ATD CI will notify candidates in writing with its decision. The decision of ATD CI is final.

Appeals should be mailed to:
ATD CI - Appeals
ATD Certification Institute
1640 King Street, 5th Floor
Alexandria, VA 22314

Or emailed to certification@td.org

APTD Program Appeal Form

Instructions: The APTD Appeals Form must be completed and submitted per the appeal guidelines.

1. Background (Required)

Candidate Name: _____

Candidate ID Number: _____

Today's Date: _____

Type of Appeal (must choose one): ☐ Denial of eligibility to take exam

☐ Denial of recertification   ☐ Suspension of certification   ☐ Revocation of certification

2. Statement of Appeal (Required)

C. What is the reason for your appeal?

Check one of the reasons below (these are the only reasons that an appeal will be considered):

☐	**Improperly Applied Eligibility Criteria** ATD CI did not follow its policies in the review of my eligibility for the exam or for recertification against its stated criteria
☐	**Factual Error** ATD CI made a factual error in the review of my application for certification, review of my application for recertification, or administration of my exam

D. Explain the reason for your appeal.

On a separate sheet of paper provide an explanation of the reason for your appeal in 500 words or fewer. Include the following in your write-up:

1. The reasons for filing appeal
2. Explain on what grounds you believe the appeal should be granted.
3. Details and documents to support your grounds for appeal

3. Submission Instructions (Required)

Send your information to ATD CI by email to the Director at mhirt@td.org. Information must be received by the deadline set forth in the appeal guidelines (No more than ten (10) calendar days following the decision) to be accepted for review. Information received after this period will not be considered.

Appeal notifications will be made within 15 days of receipt of an appeal.