

## Eligibility Requirements

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

- Standard Pathway – 5 years of experience<sup>1</sup> and 60 hours of qualified professional development<sup>2</sup>
- APTD Pathway – 4 years of experience<sup>1</sup> and a current APTD credential
- ATD Master Pathway – 5 years of experience<sup>1</sup> and completion of an ATD Masters certificate

Eligibility Requirements			
Category	Standard Pathway	APTD Pathway	ATD Master Series Certificate Pathway
<b>Experience</b>	Five years (60 months) of paid, professional work experience <sup>1</sup> with adults in the talent development field or related discipline (human resources, higher education or similar)	Four years (48 months) of paid, professional work experience <sup>1</sup> with adults in the talent development field or related discipline (human resources, higher education or similar).	Five years (60 months) of paid, professional work experience <sup>1</sup> with adults in the talent development field or related discipline (human resources, higher education or similar)
	<b>PLUS</b>	<b>PLUS</b>	<b>PLUS</b>
<b>Professional Development</b>	Sixty hours (60) of professional development <sup>2</sup> over the past 60 months in talent development content.	Holds a current APTD credential. The APTD must be current and in good standing at the time of application.	Successful completion of any ATD Master Series Certificate within the past five years (60 months)

### *Work Experience and Professional Development Definitions:*

<sup>1</sup> 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.

<sup>2</sup> 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](#).

## CPTD CERTIFICATION ELIGIBILITY REQUIREMENTS

### **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.
- 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.

Professional Capabilities	Organizational Capabilities
<ul style="list-style-type: none"> <li>• Learning Sciences</li> <li>• Training Delivery &amp; Facilitation</li> <li>• Instructional Design</li> <li>• Technology Application</li> <li>• Knowledge Management</li> <li>• Career &amp; Leadership Development <i>(developing others, not yourself)</i></li> <li>• Coaching</li> <li>• Evaluating Impact</li> </ul>	<ul style="list-style-type: none"> <li>• Business Insight</li> <li>• Consulting &amp; Business Partnering</li> <li>• Organization Development &amp; Culture</li> <li>• Talent Strategy &amp; Management</li> <li>• Change Management</li> <li>• Performance Improvement</li> <li>• Data &amp; Analytics</li> <li>• Future Readiness</li> </ul>

- 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)*
  - Cultural Awareness & Inclusion
  - Project Management
  - Compliance & Ethical Behavior
- Training on proprietary programs or methods or specific software or hardware platforms (such as Myers-Briggs, DiSC, Adobe, 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 CPTD 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.