

Recertification Guide for APTD & CPTD Credentials

aptd[®] cptd[®]



ASSOCIATION
FOR TALENT
DEVELOPMENT
ATD CERTIFICATION
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APTD & CPTD Recertification Guide

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Recertification Program Overview

Purpose of Recertification

As with any certification, Association for Talent Development Certification Institute (ATD CI) credential holders must periodically provide evidence that they continue to demonstrate continued competence and stay current on changes in the field through professional development activities. Therefore, all professional development activities must be aligned with concepts found in the [Talent Development Capability Model](#).

Recertification verifies that individuals who hold the credential are keeping their knowledge of the talent development field up to date. The intent is to encourage CPTDs and APTDs to continue to learn, develop, and grow in the profession.

The Recertification Cycle

How long is my certification valid?

All credential holders are certified for a three-year period.

The first recertification cycle begins the day after a certificant is successful on the exam and expires at the end of that month, three (3) years later. (*Example: Exam is passed on September 15, 2024. The recertification cycle begins on September 16, 2024 and ends September 30, 2027.*)

Subsequent recertification cycles begin the first day after expiration and ends three (3) years later. (*Example: Certification expiration date is June 30, 2024. The next recertification cycle begins July 1, 2024 and ends June 30, 2027.*)

All activities must occur within the current recertification cycle. A credential holder's certification expiration date will not change, regardless of whether they recertify before or after their expiration date. Activities cannot be carried over from one cycle to the next.

How do I find my certification expiration date?

A certification expiration date can be found:

- Log in to the Certification Portal. Use the left-hand navigation to click on "My Credentials". The expiration date is shown there.
- On the "My ATD" dashboard under the certificant's name.
- On the certificant's digital badge or certificate.

| Credential | Credential # | Effective Date | Expiration Date | Status | Valid | Actions |
|------------|--------------|----------------|-----------------|-----------|-------|-----------------|
| CPTD | [REDACTED] | 2011-05-01 | 2020-04-30 | Certified | ✓ | [Download Icon] |

How will I be notified that it's time to recertify?

Reminder emails are sent at regular intervals beginning 90 days before the certification expires so that credential holders are aware of the upcoming deadline. Certificants should check the Certification Portal to ensure that their most current email address is on file. It is each credential holder's responsibility to ensure that ATD CI has your most up-to-date contact information and to monitor their own certification expiration date.

Recertification Requirements

What are the recertification requirements?

Each credential holder must obtain a minimum number of points during each three-year cycle to recertify and continue using the credential. **APTD** certificants must earn a total of **40 points**. **CPTD** certificants must earn a total of **60 points**.

Alternatively, a certificant can choose to take, and pass, the current exam prior to the certification expiration date. Please contact recertification@td.org if you are interested in this option.

How do I earn recertification points?

Recertification points can be earned through a variety of professional development activities linked to the [Talent Development Capability Model](#). Points can be earned in six different categories as shown below. The specific guidelines for each category can be found following this chart.

| Category | APTD Points/Hours | CPTD Points/Hours |
|--|--|--|
| Total Points (Hours) Required for Recertification | 40 points | 60 points |
| Continuing Education | <u>Minimum required</u> = 15 Maximum allowed = 40 | <u>Minimum required</u> = 20 Maximum allowed = 60 |
| Speaking and Instructing | Maximum allowed = 15 | Maximum allowed = 20 |
| On-the-Job Experience | Maximum allowed = 15 | Maximum allowed = 20 |
| Research and Publishing | Maximum allowed = 15 | Maximum allowed = 20 |
| Leadership and Recognition | Maximum allowed = 15 | Maximum allowed = 20 |
| Professional Membership | Maximum allowed = 10 | Maximum allowed = 15 |

Recertification Categories

Continuing Education

APTD Points – 15 required (40 maximum)

CPTD Points – 20 required (60 maximum)

Recertification points can be earned for participating in programs during which you are the learner covering topics found in the [Talent Development Capability Model](#).

All CPTD and APTD credential holders must earn a **minimum** number of recertification points in the Continuing Education category. APTDs must earn at least 15 points in the continuing education category and CPTDs must earn at least 20 points.

Points are earned for each contact hour of continuing education for face-to-face and/or instructor-led online programs. Self-paced, on-demand courses qualify if proof of completion can be obtained. Recordings of previously live events, such as webinars, can be counted.

All educational activities must be at least 30 minutes in length to qualify. After the first 30 minutes, points can be counted for quarter point (fifteen minute) increments.

Recertification points are not awarded for meals, breaks, networking, registration, preparation, or assignments that occur after the program has been completed.

| Type of Activity- Continuing Education | Time Spent |
|--|--|
| Continuing education session, such as webinar, workshop, conference session, or an asynchronous course that did not award CEUs | < 30 minutes = 0 points 1 hour = 1 point <i>Ex: 90 minutes = 1.5 points</i> <i>12 hours = 12 points</i> |
| Programs Awarding Continuing Education Units (CEUs) | 1 hour = .1 CEU = 1 point <i>Ex: 14 hours = 1.4 CEUs = 14 points</i> |
| University Course | 1 semester = 1 credit hour = 15 points <i>Ex: 3 semester credits = 45 points</i> |
| Books | 50 pages read = 1 point |

Recertification points are not awarded for earning another certification; however, points can be earned for educational programs undertaken to learn new talent development content related to that certification.

Recertification points can be awarded for reading talent development book(s) published since the date of your last certification period. Books can be from any publisher.

Points Calculation: 1 point is awarded for each hour of active instruction. Certificants can count their own points if not provided by the organization delivering the content. Do not count breaks, meals, or networking events. For books: 1 point is awarded for each 50 pages in the book.

Examples of Eligible Continuing Education Activities:

- ATD courses, webinars, conferences
- Other available talent development educational programs and workshops from commercial vendors such as LinkedIn Learning, Training Industry, etc.
- Educational sessions related to the talent development industry at events such as ATD or SHRM sponsored national conferences or ICF programs
- ATD CI volunteer activities, such as item writing or other with pre-assigned points awarded
- Undergraduate or graduate-level talent development courses at an accredited institution qualify for 15 points per semester credit hour. Individual courses must be reported, not a degree.

Documentation Requirement (In Case of Audit)

- Commercial or Industry-related courses/sessions - Letter or certificate of completion from the course sponsor verifying hours, dates, and subject matter
- College Courses - Copy of transcript or report card showing semester credit earned, course title, and completion date.
- Chapter events or other Industry-related meetings - Proof of attendance such as name badge, attendance roster, sign-in sheet, certificate of completion, or travel voucher; and Event/Meeting Description (program guide, outline, descriptions, or schedule)
- Books (published within the last three years) – copy of the book’s title and copyright pages as well as table of contents.

Can I earn recertification points by attending classes held internally at my company?

Points are awarded if the class content aligns with the Talent Development Capability Model and complies with other pertinent recertification policies.

Can I earn recertification points by presenting to others at my company?

If a presentation was part of your job responsibilities, and it is the first time you are presenting on the topic, it should be claimed under the On-the-Job Experience category. The content must be aligned with

the Talent Development Capability Model and comply with other pertinent recertification policies. If this is a presentation you do routinely, it cannot be reported for points.

Are there low-cost activities for earning points in the Continuing Education category?

Suggestions for low-cost activities can be found [here](#).

Do chapter board business meetings (without learning content) count for continuing education points?

Unless there is actual learning time on talent development content, points will not be awarded.

Speaking and Instructing

APTD – 15 points maximum

CPTD – 20 points maximum

Points are awarded per hour of delivery and can be earned for the following activities:

- Speaking or instructing on a topic aligned with the [Talent Development Capability Model](#) when that delivery is **outside** the requirements of one’s job role, for example at an industry conference.
- Applying your professional talent development skills in a volunteer setting by speaking or instructing on a pro bono basis.
- Points are awarded the first time the presentation is made and may not be earned for repeated presentations.

Points calculation: For every hour of delivery, the individual may claim two (2) points in recognition of the time required for research and development for the first time a presentation is made, up to the maximum allowed.

Example of Eligible Speaking and Instructing Activities

- Presenting a program on a talent development topic at a conference at the national or local level for a talent development-related professional society
- Conducting speaking engagements or instructing private organizations (e.g.: community groups, professional business groups, a class at a university or college, or charities) on a topic that is aligned with the Talent Development Capability Model
- Providing or developing training on a pro-bono basis for a non-profit group on any topic

Documentation Requirement (In case of audit)

- A letter from the hosting institution verifying the speaking topic/course title, dates, hours instructed, and development hours provided or a course or workshop outline or description that documents the instructor’s name, date, and amount of time spent speaking or instructing

On-the-Job Experience

APTD – 15 points maximum

CPTD – 20 points maximum

Recertification points are awarded for on-the-job activities that add or enhance your understanding of the talent development body of knowledge. Points can be earned for a project completed on-the-job that builds new knowledge or skills aligned with the [Talent Development Capability Model](#). Certificants can report one (1) point for each hour spent on the activity, up to the maximum allowed.

Points calculation: For every hour spent on the project, the certificant may claim one (1) point up to the maximum allowed.

Examples of Eligible On-the-Job Experience Activities

- Developing a competency model for your organization.
- Designing a new workplace training program.
- Calculating return on investment for a new workplace training program.
- Implementing a new Learning Management System.

Documentation Requirement (In case of audit)

- A letter from the organization, company or educational institution verifying the project and hours spent developing the new project or program.

Research and Publishing

APTD – 15 points maximum

CPTD – 20 points maximum

Points are awarded per published work as specified below. Co-authors earn half points. The work must be published during your reportable recertification cycle.

- Book/Thesis = **20 points**
- TD at Work (~5000 words) = **12 points**
- Book Chapter = **10 points**
- Academic or Peer-Reviewed Article (at least 2500 words) = **6 points**
- Professionally published article (i.e., TD Magazine of at least 1800 words) = **4 points**
- Blog post (600-800 words) = **2 points**

Points calculation: Points awarded according to the list above, up to the maximum allowed.

Examples of Eligible Research and Publishing Activities

- Author or co-author of a talent development-related article in a journal or magazine
- Author or co-author of a book or chapter in a talent development-related book.
- Author or co-author of a talent development-related dissertation or master's thesis.

Ineligible activities: Publishing that is not reviewed by professional editorial staff, work that is part of a marketing effort rather than a teaching effort, website comments, wiki entries, and other unedited online items are considered informal and thus ineligible for points. Articles for internal company newsletters or self-published work do not qualify for recertification points.

Documentation Requirement (In Case of Audit)

- Magazine/Journal – Copy of the article and table of contents (to verify the specific issue, title and author/co-author).
- Book/Chapter in Book – Copy of the title page showing title and author and a copy of the table of contents.

Leadership and Recognition

APTD – 15 points maximum

CPTD – 20 points maximum

Points are awarded for specific activities that support the profession through volunteerism and/or leadership according to the chart below.

- Leadership activities not relevant to talent development (e.g.: HOA board member) do not qualify.
- Utilizing your talent development skills for a non-profit on a pro-bono basis can be claimed under leadership and recognition if not already claimed under speaking and instructing.

| Type of Service | Examples | Points Per Year |
|---|--|-----------------|
| Talent Development Officer, National (ATD, SHRM, etc.) | <ul style="list-style-type: none"> • Board Member • Program/Conference Advisory Committee • National Advisors for Chapters (NAC) • Board Member, National Organization | 10 |
| Talent Development Officer, Local Organization | <ul style="list-style-type: none"> • Chapter President • Chapter Director of Certification • Chapter Director of Membership • Chapter Treasurer | 7 |
| Talent Development Committee Member, National | <ul style="list-style-type: none"> • Editorial Board for talent development-related magazine | 5 |
| Talent Development Committee Member, Local | <ul style="list-style-type: none"> • Chapter Program Committee • Study Group Coordinator | 5 |
| Talent Development-Related Award from A National Talent Development Association | <ul style="list-style-type: none"> • ATD Volunteer Partnership Award • BEST Award • One to Watch Award | 2 |
| Talent Development-Related Award from A Local Talent Development Association | <ul style="list-style-type: none"> • Chapter Volunteer Award | 1 |
| ATD CI or ATD Activities | <ul style="list-style-type: none"> • Certification webcast speaker • Virtual mentor, Awards reviewer • Item writer/reviewer • Survey respondent when indicated | As assigned |

Points calculation: Points awarded according to list above, up to the maximum allowed.

| Documentation Requirement (In Case of Audit) |
|---|
| <ul style="list-style-type: none"> • Leadership - Letter from the sponsoring organization verifying participation in volunteer activity, documents providing information about the activity such as a description of the activity, identification of role/position and time appointed/served. • Awards - Award certificate or letter of recognition from the sponsoring organization. |

Professional Membership

APTD – 10 points maximum

CPTD – 15 points maximum

Points are awarded per year, according to the chart below, for active membership in a national, international, or local talent development-related professional association or society. Points are earned for unique and mutually exclusive experiences and not for interrelated experiences. For example, you may not earn points for being a chapter member and a chapter president for the same term.

| Organization | APTD Points | CPTD Points |
|--|-------------------|-------------------|
| Association for Talent Development, National | 3 points per year | 4 points per year |
| Association for Talent Development, Chapter | 2 points per year | 3 points per year |
| Other national or local talent development-related membership (such as SHRM) | 1 point per year | 2 points per year |
| 1 year is defined as a 12-month period; no half points awarded | | |

Points Calculation: Points awarded according to the list above, up to the maximum allowed.

Documentation Requirement (In Case of Audit)

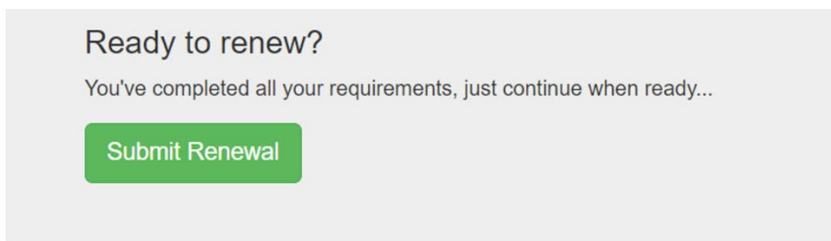
- Proof of membership for each year, such as through receipts. ATD CI staff can assist in verifying ATD national membership, but not ATD chapter membership.

Submission of Renewal Application

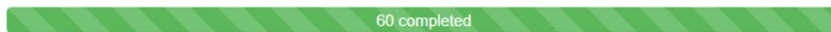
How do I submit my application?

Credential holders may enter professional development activities through the [Certification Portal](#) at any time during their recertification cycle. It is a good practice to enter activities as they are completed. Step-by-step instructions for how to use the Certification Portal for recertification can be found at the end of this Guide.

Once you have completed the required number of points, the progress bar on your home page will turn green and show as completed. Once the expiration date is within 90 days, the “Submit Renew” button will appear.



PROFESSIONAL DEVELOPMENT POINTS PROGRESS



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

- ✔ Requirements
 - ✔ Professional Development
 - ✔ New Capabilities Continuing Education

The renewal application can only be submitted within three (3) months (90 days) of the expiration date.

Certificants will be sent email reminders of the need to recertify starting 90 days prior to expiration to the email address on file. It is the certificant’s responsibility to maintain current contact information with ATD CI and to monitor their own expiration date.

How can I be sure that my recertification packet will be accepted?

Certificants are talent development subject matter experts and are expected to review the [Talent Development Capability Model](#) at the *knowledge and skill level* to make their own determination regarding the applicable capability area. Certificants are also expected to make themselves familiar with the policies found in this Recertification Guide. (see [Early Credit Evaluation section](#) for a useful chart)

- Only submit talent development activities aligned with the [Talent Development Capability Model](#).
- Provide complete and accurate information for each activity.
- Be sure the activity meets the requirements as laid out in this Guide.
- Be sure the activity took place during the current recertification cycle.

While not required, credential holders are encouraged to accrue and submit a bit more than the minimum number points during each recertification cycle as a buffer, in the event an activity is disallowed, or a point value is changed.

Lapses in Certification

Credential holders who do not recertify by their expiration dates are officially no longer certified and must cease representing themselves as certified.

Certificants are given a 30-day grace period after expiration during which they may submit a renewal application and be reinstated without penalty. After the 30-day grace period, credential holders are automatically decertified. At that point, to become recertified, former credential holders must start the certification process as new candidates, meet all current eligibility criteria, and pass the current exam.

Credential holders facing mitigating circumstances impacting their ability to complete a renewal application may apply for an extension by emailing recertification@td.org **before** their expiration date.

Certificates Showing New Dates

Digital badge expiration dates are automatically updated as soon as successful recertification is confirmed. A new badge is not issued. Credential holders may wish to reshare their badge.

A digital certificate with an updated expiration date can be downloaded from the Certification Portal as soon as successful recertification is confirmed.

A new hard copy certificate is mailed the month following successful recertification.

Application Review

Documentation of Professional Development Activities

Do I need to submit supporting documentation with my application?

No. Supporting documentation for professional development activities is not required **unless** applicants are selected for audit.

How will I know if I have been selected for audit?

Certificants are randomly selected for audit during each certification cycle. Audited certificants will receive an email upon selection for audit, along with an explanation of the documentation required.

Certificants should use the Secure Message feature of the Certification Portal, found in the left-hand navigation, to submit any audit documentation. If a certificant does not respond to the audit request, or documentation cannot be provided, the credential holder will be decertified. ATD CI staff will work with certificants to suggest potential documentation or to suggest replacement activities be reported.

I am being audited, but I did not retain documentation for my activities. Can I still receive points?

Audited applicants must submit supporting documentation for all activities listed on their renewal application to receive credit. Points will not be granted for undocumented activities. A list of appropriate supporting documentation for each recertification category is included in the certification portal and described in this Recertification Guide. ATD CI staff will work with certificants to suggest potential documentation or to suggest replacement activities be reported.

I have not been selected for audit. Should I keep recertification activity documentation?

ATD CI may request documentation for any activity listed on any certificant's renewal application. Credential holders are required to retain documentation of all activities until you receive notice from ATD CI that recertification has been granted.

I have not retained documentation of my recertification activities. What can I do?

Credential holders are required to obtain and retain documentation for each recertification activity on an ongoing basis in case of audit. Please note that ATD CI recertification policies allow for a wide range of documentation types, providing that each activity's date, content, and duration are noted. ATD CI staff will work with certificants to suggest potential documentation or to replacement activities be reported.

I did not meet the requirements during the audit. Can I withdraw my application and receive a refund?

Applications cannot be withdrawn once submitted. Refunds are not provided for any reason. Before submitting the application, make certain that all professional development points meet the requirements and have documentation ready in the event the application is selected for the random documentation audit.

Carrying Over of Points

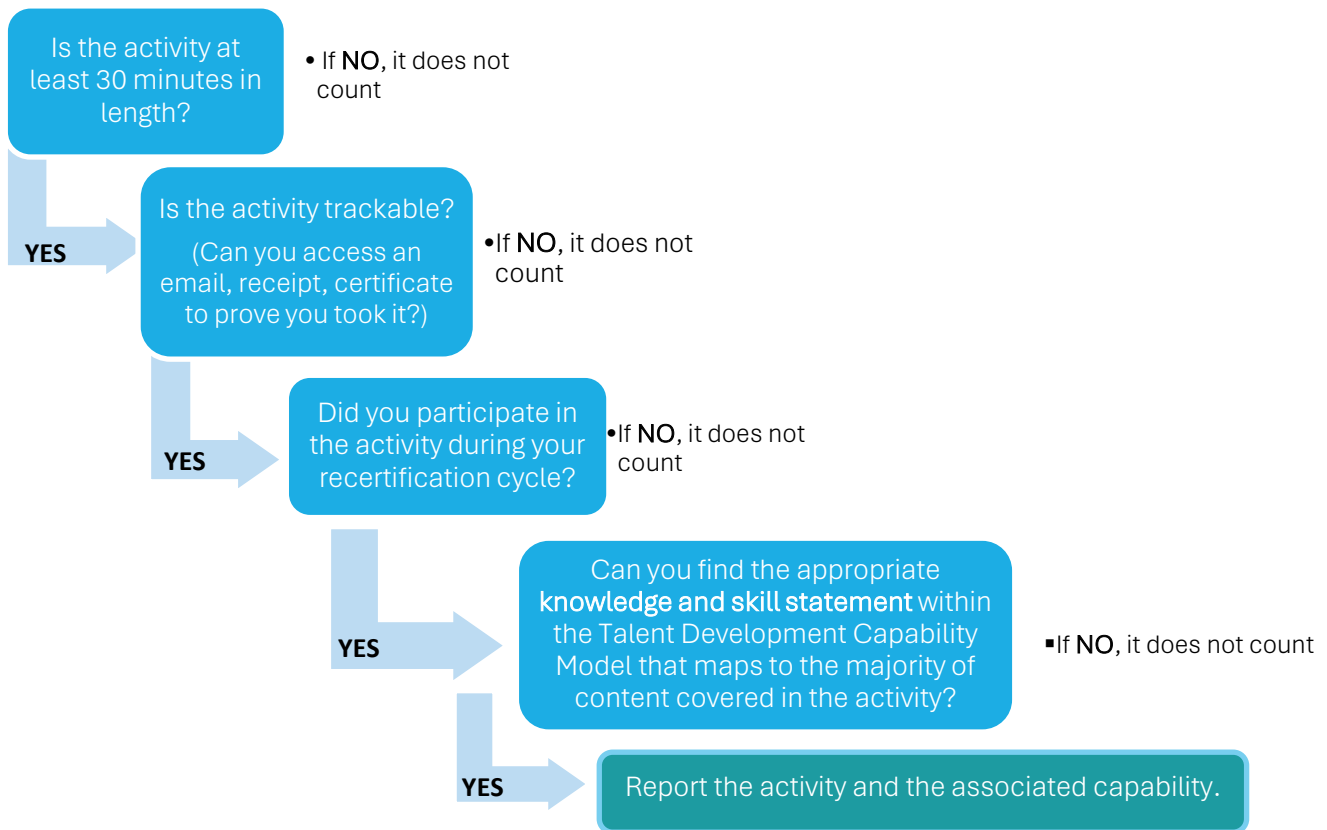
Points may not be carried over from one recertification cycle to the next. Points must be earned within the specific three-year certification cycle.

Early Credit Evaluation

Can I receive a pre-evaluation of credit in advance of my recertification deadline?

ATD CI does not offer pre-submission application evaluations. Certificants are talent development subject matter experts and are expected to review the [Talent Development Capability Model](#) at the *knowledge and skill level* to make their own determination regarding the applicable capability area.

Determine if an activity is acceptable for recertification



Does ATD CI preapprove courses or activities for recertification points?

ATD CI has a preapproved education provider program. These providers are preapproved to issue recertification points. A list of current preapproved providers can be found [here](#). The majority of ATD programs, including webinars, education courses, and conferences are approved for recertification. Indication of primary capabilities and/or point values can be found on program documentation.

Emeritus Status / Retired Credential Holders

ATD CI requires all credential holders to meet the same recertification requirements to continue to represent themselves as certified. There is no emeritus or retired status.

Step-By-Step Instructions for Recertification

The Certification Portal saves your entries as you go; there is no need to “Save” your entries.

Step 1: Login to the certification portal [here](#) using your td.org credentials.

NOTE: If you try logging in with this link and you are taken to the standard td.org landing page (i.e., it feels as if the login is looping), it means that you have multiple accounts with td.org and your certification record cannot be found. **STOP** and email recertification@td.org and we will get your records merged.

Step 2: On your Certification Portal home page, your current credential will appear along with the amount of time remaining until expiration. A tracking bar will show you how many points you need to meet your recertification requirements. To add activities, select “Manage Activities” on the left side of the screen.

NOTE: If you do not see a progress bar on your dashboard or the screen below, please try a different browser or make sure that Javascript is enabled for your current browser. If that does not resolve the issue, **STOP** and email recertification@td.org as it is likely you have duplicate records.

ATD Online Credential Management System

Candidate ID: [REDACTED]

Certified Professional in Talent Development™ (CPTD)

Credential #: 4 months remaining

PROFESSIONAL DEVELOPMENT POINTS PROGRESS

60 remaining

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

Requirements

- Professional Development →
- New Capabilities Continuing Education →

Recertification requires a total of 60 credits, distributed across several categories. You will receive a maximum credit for each category as follows:

| CPD Category | Max Points/Cycle |
|----------------------------|------------------|
| Continuing Education | 45 |
| Leadership and Recognition | 20 |
| On-the-Job Experience | 20 |
| Research and Publishing | 20 |
| Speaking and Instructing | 20 |
| Professional Membership | 15 |

Click “Manage Activities” to add entries to your renewal application.

Step 3: To ADD new professional development activities, click on the green button on the upper right that says “+ Add Professional Development”.

Search

CE Items

+ Add Professional Development

NOTE: If you have recertified previously, you can **HIDE** entries used for your previous renewal applications by scrolling to the bottom and clicking the “Hide Items” button so that you will **ONLY** see activities that apply to your current application.



Step 4: A new screen will open. You will see an overview of the recertification policies. Scroll to the bottom and use the drop-down menu to choose the **CATEGORY** of professional development you would like to add.

5. Leadership and Recognition (CPTD=20 / APTD = 15)
6. Professional Membership (CPTD=15 / APTD = 10)

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

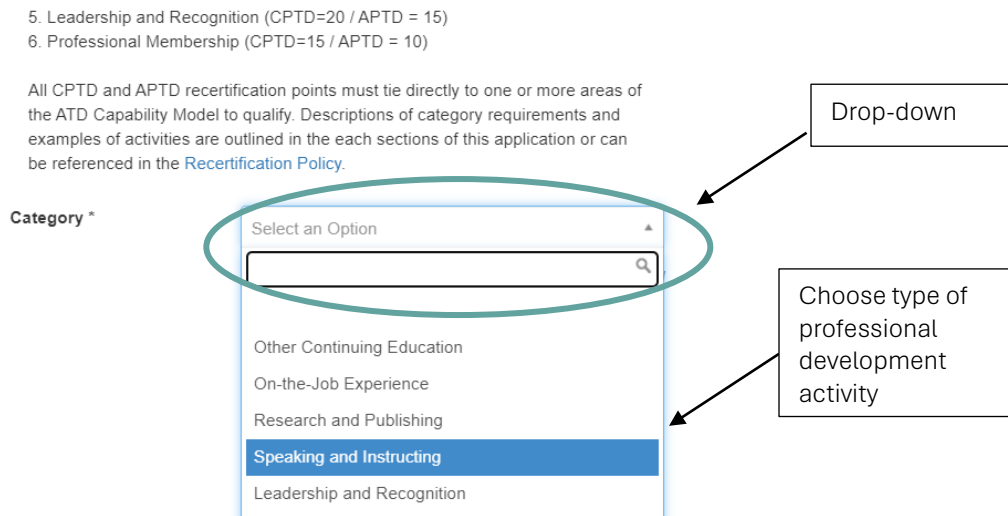
Category *

Select an Option

- Other Continuing Education
- On-the-Job Experience
- Research and Publishing
- Speaking and Instructing**
- Leadership and Recognition

Drop-down

Choose type of professional development activity



Step 5: Enter all the information about your professional development activity into the specified fields. This information should be as accurate as possible, with full session titles and no abbreviations for the name of the organization delivering the continuing education, if applicable.

Title and Description of Program: *

Up to 255 characters

Educational Institution or Host Organization: *

Start Date of Activity: *

End Date of Activity: *

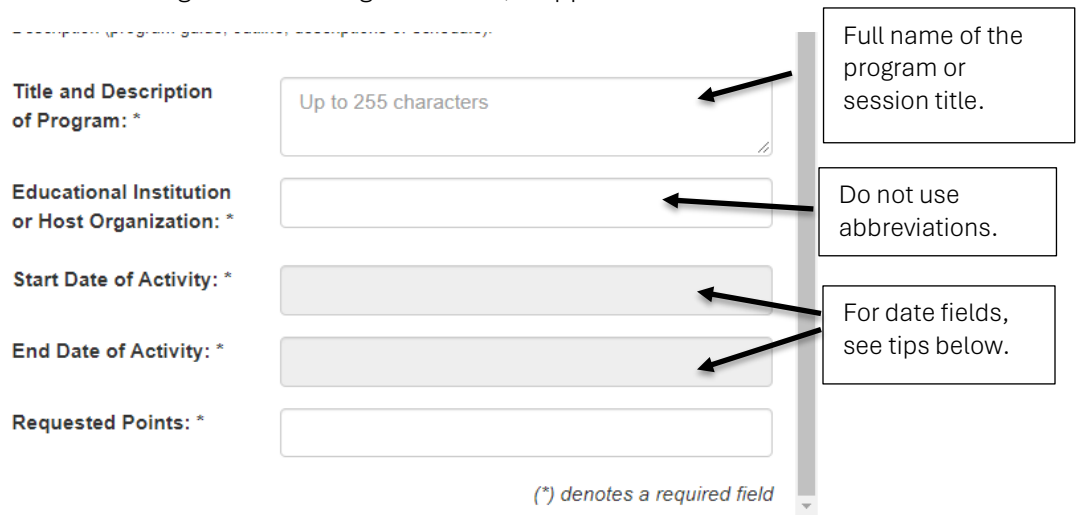
Requested Points: *

(*) denotes a required field

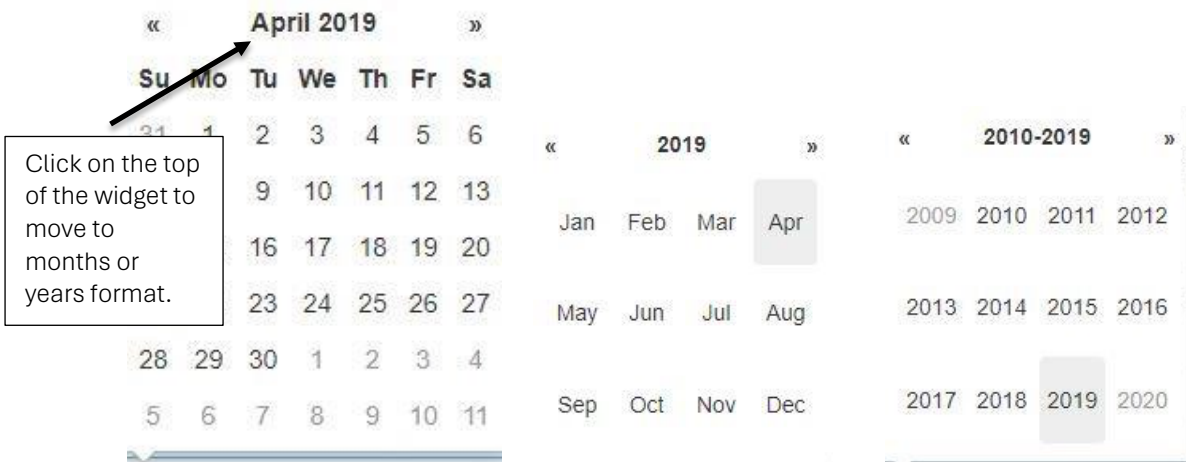
Full name of the program or session title.

Do not use abbreviations.

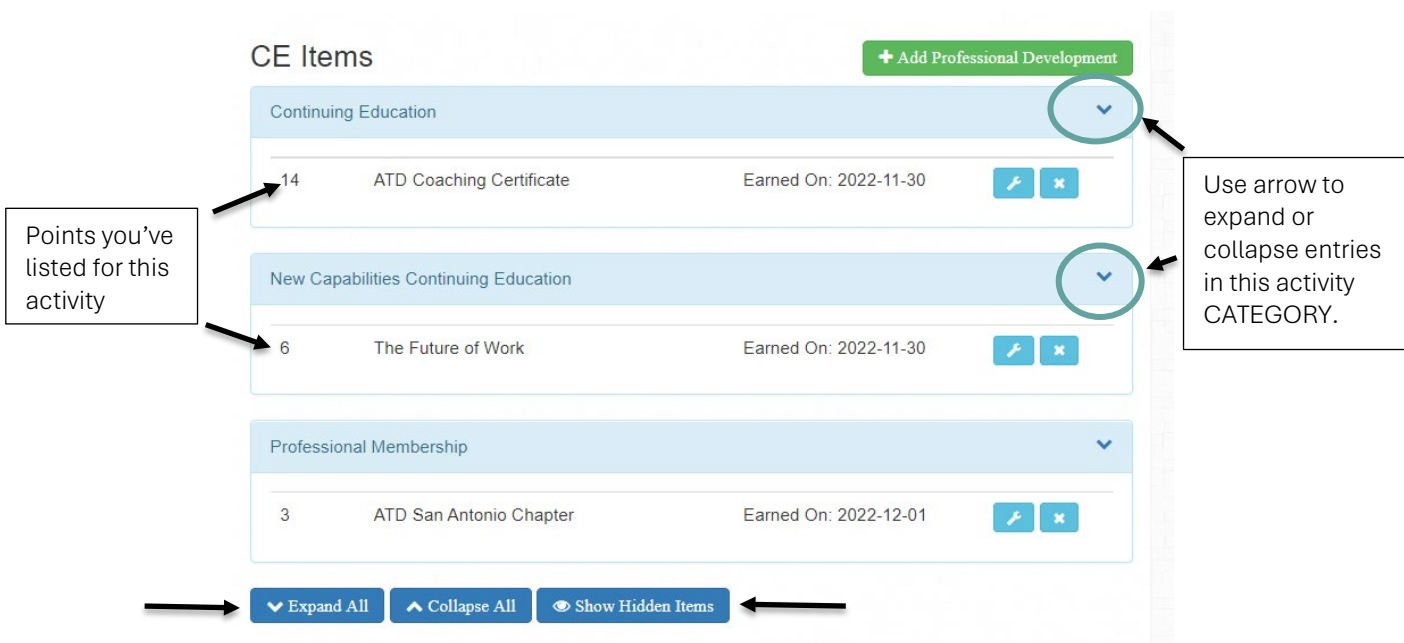
For date fields, see tips below.



NOTE: When you enter a date, a calendar widget will appear. To move more quickly to your desired date, click on the Month/Year at the top of the widget to move from individual dates to months or years as below.



Step 6: Your newly added activity will appear on your “Manage Activities” page and will be categorized by TYPE of professional development. You can “hide” or “expand” each professional development type by clicking the arrow on the header bar. You can also use buttons on the bottom of the page to “Expand All” or “Collapse All” professional development categories.



Editing entries: Should you need to modify an entry prior to submitting your application, you can click on the wrench icon. The entry will re-open and you can make edits. Scroll down to “Save Changes”.

Deleting entries: Should you need to delete an entry prior to submission, simply click on the “X” icon to delete it from the application. Scroll down to “Save Changes”.

Step 7: You can return to the Home screen to view your progress bar. Once you have entered the required number of points, your progress bar will turn green. If you believe you have added a sufficient number of points, but your bar has not turned green or does not show all the points you have entered, be sure that you have not exceeded the maximum points allowed in any single category (see page 3 above), as some categories have caps for allowable points.

The screenshot shows the user interface for the Certified Professional in Talent Development™ (CPTD) recertification. On the left is a navigation menu with categories: CREDENTIALS (Home, Browse Credentials, My Credentials), INFORMATION (Documents, Messages), EXAMS (Practice Tests, Schedule Exam, Results), and RECERTIFICATION ACTIVITY (Manage Activities). The 'Home' option is circled in green with an arrow pointing to it. The main content area displays the CPTD status: '3 years remaining'. Below this is a 'PROFESSIONAL DEVELOPMENT POINTS PROGRESS' bar showing '23 completed' (green) and '37 remaining' (orange), both circled in green. A 'Requirements' section includes a link to 'Professional Development' and a table of CPD categories and their maximum points per cycle.

| CPD Category | Max Points/Cycle |
|----------------------------|------------------|
| Continuing Education | 45 |
| Leadership and Recognition | 20 |
| On-the-Job Experience | 20 |
| Research and Publishing | 20 |
| Speaking and Instructing | 20 |
| Professional Membership | 15 |

Step 8: You submit your renewal application when you have entered the required number of recertification points **AND** it is no more than 90 days before your expiration date.

Step 9: Once you are within that 90-day period and you have submitted the required number of points, a “Ready to renew?” message will appear on your Home page. Click “Submit Renewal” when you are ready to pay. This will alert ATD CI staff that you have submitted an application.

The screenshot shows the 'Ready to renew?' message on the CPTD dashboard. The status is '2 months remaining'. The message says: 'Ready to renew? You've completed all your requirements, just continue when ready...'. Below the message is a green 'Submit Renewal' button, which is circled in green with an arrow pointing to it from a text box on the left. The text box contains the instruction: 'Click “Submit Renewal” when you are ready to pay and submit your application for review.' Below the message is the 'PROFESSIONAL DEVELOPMENT POINTS PROGRESS' bar, which is now entirely green and shows '60 completed'.

Step 10: You will be notified if you are selected for audit immediately after you submit your application and payment. You do not need to add supporting documentation for your professional development activities unless you are selected for audit. A minimum of 15% of renewal applications are randomly selected for audit by the certification portal system.

If you are selected for audit, you will be notified by secure message and asked to provide documentation about your activities via the secure messaging function in the portal.

Step 11: Once your renewal fee has been paid and if you are not selected for audit, you will receive notice that you have recertified for another three (3) years. Congratulations! Your new credential will appear under “My Credentials” with your new expiration date. You may download your digital certificate by clicking the icon under Actions. An updated hard copy of your certificate will be mailed to you within four (4) weeks.

Your digital badge expiration date will automatically be updated.

| Credential | Credential # | Effective Date | Expiration Date | Status | Valid | Actions |
|------------|--------------|----------------|-----------------|-----------|-------|---------|
| CPTD | | 2020-03-20 | 2026-03-31 | Certified | ✓ | |