

ATDCI Pre-Approved Provider Application for IACET Accredited Programs

Every 3 years, Associate Professional in Talent Development (APTD) and Certified Professional in Talent Development (CPTD) credential holders must earn recertification points demonstrating their continued growth in the field. APTD credential holders must earn 40 points and CPTD credential holders must earn 60 points toward recertification by completing activities aligned with the knowledge and skill statements outlined within the twenty-three capabilities in ATD's [Talent Development Capability Model](#).

Candidates who wish to become certified must complete professional development covering topics aligned with the *Developing Professional Capability* and *Impacting Organizational Capability* domains of the Talent Development Capability Model. APTD candidates must complete 28 professional development hours and CPTD candidates must complete 60 professional development hours to be eligible to take the certification exam.

Preapproval status is valid for one (1) year and applies to professional development requirements for both recertification and initial applications. Preapproved providers will:

- Receive an ATD CI digital badge and approved language to use when communicating preapproval status in marketing materials.
- Be included in a directory of APTD and CPTD preapproved providers posted on the td.org website with a link to their organization's offerings.

Qualifications and Guidelines

Providers who are currently accredited by IACET, and are in good standing, may participate in this streamlined recognition process which uses IACET accreditation to satisfy many ATD Certification Institute provider requirements.

- The provider must be currently accredited by IACET.
- The provider must offer programming aligned with talent development capabilities as defined by ATD's Talent Development Capability Model. (See www.td.org/capability-model for details.)
- Approval and credits are awarded based on the educational time spent on talent development-related topics at the rate of one point per contact hour.
- Meals, breaks, networking, pre-work and non-talent-development-related topics do not count towards contact hours.
- Pre-approved providers may calculate the number of hours based on the above guidelines at .5 points per 30 minutes of instruction. Programs must be at least 30 minutes in length to qualify and can be founded in quarter-hour increments after the first thirty minutes.



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Please provide the following information about the organization delivering the program(s) seeking professional development preapproval status:

Name of Organization: _____

Organization Website: _____

Primary Contact: _____

Email Address for Primary Contact: _____

Email for Digital Badge (*please note, this cannot be updated*): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Organization Type:

College or University

Professional Association

Education/Training Provider

ATD Chapter: _____ (CHIP Code) _____

Tax Status: _____ **Country of Tax Status:** _____

For Profit

Not-for-Profit

IACET Provider Overview

Provider URL: _____

Accreditation Certificate URL: _____



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Locale(s) where you offer your program(s)?

Virtual Only

In-Person (list a sample of locations below)

Hybrid

Locations: _____

Approximately how many programs do you offer per year?

1-10 Programs

Over 50

11-25

How many of those programs are conferences? _____

26-50

What method(s) are used to deliver the programs? Check all that apply:

In-Person

Online

Blended

Other, please specify: _____

Talent Development Capability Model topic alignment. Select all that apply. Please note that this information will be cross compared to your IACET Accredited Provider Overview for fulfillment and alignment. Should further elaboration be necessary, please be prepared to provide additional information. Please review specific knowledge and skill statements within the [capabilities](#) to assure appropriate alignment.

Personal Capabilities:

- Communication Skills (Written & Verbal)
- Emotional Intelligence & Decision Making
- Collaboration & Leadership
- Cultural Awareness & Inclusion
- Project Management
- Compliance & Ethical Behavior

Professional Capabilities:

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



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[Talent Development Capability Model](#) topic alignment (*continued*). Select all that apply.

Organizational Capabilities:

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

URL for interested APTD and CPTD certification holders and candidates to find information about your ATDCI Approved programs. This link will appear on the td.org website.

Please describe your organization in 350 characters or less (including spaces), This description will appear on your organization’s digital badge.

Application Process

Organizations that become pre-approved providers of programming eligible towards ATD CI professional development hours should follow these steps:

1. **Apply:** Submit a signed and completed application along with examples of timed agendas and learning objectives for at least three (3) recent or upcoming programs. Please save your completed application with your organization's name included in the filename and email to recertification@td.org. Please retain a copy of your application for future reference because it contains the program guidelines to which you have agreed.
2. **Payment:** Once you have submitted your application, you will receive an electronic invoice for a non-refundable \$250 fee that will cover course preapprovals for a 12-month period. [Note: ATD Chapters qualify for discounted rate of \$100].
3. **Approval:** Once the fee has been paid, the application will be reviewed and the primary point of contact will receive official confirmation of approval, language to be used on course materials and instructions for claiming your digital badge. Please allow ten (10) business days for your application to be reviewed.
4. **Denial:** If an application is denied, the provider may appeal the decision within 30 days. If the denial is upheld, the provider must wait one year from the date of submission to reapply.

Terms and Conditions

We acknowledge that the information provided in this application is correct. We agree that if ATD CI professional development preapproval status is awarded, we will comply with the following guidelines:

- We agree to follow the ATD CI guidelines to assign the appropriate number of professional development points to our programs.
- We agree to maintain clear tracking of all educational events, courses, webinars, and CE hours provided to participants during the approval timeframe. We acknowledge that ATD CI can request an audit of all training records (providers will be given 60 days upon audit request to collect the requested documents.)
- We agree to provide program participants with verification of attendance-such as a certificate of completion, email notification, or materials distributed on-site that shows the number of ATD CI professional development points assigned to the educational activity.
- We acknowledge that if approved, our preapproval status will be valid for one year from the time of application.



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- We acknowledge that ATD CI reserves the right to maintain the quality and integrity of the APTD and CPTD certification programs by designating preapproval status only when qualifications are met. ATD CI has the right to terminate preapproval status if there is evidence of failure to uphold preapproval guidelines.
- ATD CI retains the authority and final discretion on the acceptability and approval of all programs. Approval is made at ATD CI's discretion and ATD CI reserves the right to deny or revoke approval at any time.
- Status as an ATD CI Approved Provider is non-transferable. An individual, corporation, association, organization, educational institution, governmental agency, or private practitioner cannot sell, barter, partner or by any means, allow the use of the ATD CI Approved Education Provider status or digital badge to any other training, individual, corporation, association, organization, educational institution, governmental agency or private practitioner.
- Status as an ATD CI Approved Provider does not convey or permit the use of any logo or image other than the ATD CI Approved Provider digital badge issued for the duration of the approval period of one year.

Contact Name (printed): _____

Signature _____

Date: _____