



ATD Micro Course Library – Eligibility for Professional Development

This document provides a list of titles in the ATD micro course library* along with the primary capability that is covered in the module. ATD CI credential holders and candidates may use this list to determine if a specific module qualifies for professional development for recertification or initial eligibility.

In the document, there are four categories of professional development listed for each module. A check mark in the column means that the module is eligible for that specific category of professional development. The categories are as follows:

Cert Eligibility: Professional development points towards initial eligibility for the APTD or CPTD. APTD candidates must submit 28 hours of qualifying professional development and CPTD candidates must submit 60 hours of qualifying professional development to be eligible to sit for the exam.

General Recert: Recertification points under the “Other Continuing Education” category.

CPTD New Cap: Recertification points under the New Capabilities category for CPTDs. After May 1, 2021, CPTDs must complete a minimum of 20 hours of continuing education in the new capabilities category to recertify.

APTD New Cap: Recertification points under the New Capabilities category for APTDs. After May 1, 2021, APTDs must complete a minimum of 15 hours of continuing education in the new capabilities category to recertify.

*The ATD micro course library is available to ATD National Professional Plus members at no extra charge.

ATD Micro Course Library

Course Title	Primary Capability	Points	Cert Eligibility ¹	General Recert ²	CPTD New Cap ³	APTD New Cap ³
5-D Consulting Model	Consulting & Business Partnering	1	✓	✓	✓	✓
Assembling a Change Management Team	Change Management	1	✓	✓		✓
Assessing with Multiple Choice Questions (MCQs)	Evaluating Impact	1	✓	✓		
Basic Training for Trainers	Training Delivery & Facilitation	1	✓	✓		
Basics of Developing Instructional Materials	Instructional Design	1	✓	✓		
Building a Coaching Organization	Organization Development & Culture	1	✓	✓	✓	✓
Business Writing	Communication	1		✓	✓	✓
Coaching Beyond the Basics	Coaching	1	✓	✓		✓
Collecting Data for a Training Needs Assessment	Evaluating Impact	1	✓	✓		
Communicating Effectively During Change	Change Management	1	✓	✓		✓
Compelling Virtual Presentations	Training Delivery & Facilitation	1	✓	✓		
Compliance Training That Matters	Compliance & Ethical Behavior	1	✓	✓	✓	✓
Conflict Resolution for Workplace Teams	Collaboration & Leadership	1		✓	✓	✓
Course and Lesson Outline Basics	Instructional Design	1	✓	✓		
Creating a Career Portfolio	Lifelong Learning	0				

1. Cert Eligibility = professional development for APTD/CPTD eligibility

2. General Recert = CPTD/APTD recertification for Other Continuing Education

3. CPTD/APTD New = recertification points for New Capabilities category

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Creating an Internal Coaching Program	Coaching	1	✓	✓		✓
Creating Coaching Plans	Coaching	1	✓	✓		✓
Creating Visuals for Virtual Presentations	Technology Application	1	✓	✓	✓	✓
Data Analysis and Statistics for Needs Assessment	Data & Analytics	1	✓	✓	✓	✓
Delivering Feedback and Measuring the Success of Coaching	Coaching	1	✓	✓		✓
Delivering Memorable Presentations	Communication	1		✓	✓	✓
Delivering Virtual Presentations	Communication	1		✓	✓	✓
Designing and Developing Blended Learning	Instructional Design	1	✓	✓		
Designing and Developing for the Online Classroom	Instructional Design	1	✓	✓		
Designing and Facilitating for the Learner's Brain	Learning Sciences	1	✓	✓		
Designing Content for Virtual Training	Instructional Design	1	✓	✓		
Developing a Leadership Strategy	Career & Leadership Development	1	✓	✓	✓	✓
Developing a Presentation	Communication	1		✓	✓	✓
Developing Activities for Virtual Training	Instructional Design	1	✓	✓		
Developing Practice Exercises and Assessment Materials	Evaluating Impact	1	✓	✓		

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Effective Classroom Training Techniques, Part 1	Training Delivery & Facilitation	1	✓	✓		
Effective Classroom Training Techniques, Part 2	Training Delivery & Facilitation	1	✓	✓		
Events of Instruction to Support Learning	Learning Sciences	1	✓	✓		
Facilitating Coaching Breakthroughs	Coaching	1	✓	✓		✓
Forming Workplace Teams	Collaboration & Leadership	1		✓	✓	✓
Game Design for Learning	Instructional Design	1	✓	✓		
Great Coaching Dialogue	Coaching	1	✓	✓		✓
Great Visual Presentations	Communication	1		✓	✓	✓
Helping Performers Get Unstuck	Coaching	1	✓	✓		✓
Icebreakers and Motivators	Training Delivery & Facilitation	1	✓	✓		
Improving Formal Learning with Social Media	Technology Application	1	✓	✓	✓	✓
Interviewing to Get the Job	Lifelong Learning	0				
Introduction to Coaching Programs	Coaching	1	✓	✓		✓
Introduction to Instructional Methods and Media	Instructional Design	1	✓	✓		
Introduction to Memory and Cognition	Learning Sciences	1	✓	✓		

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Introduction to Microlearning	Technology Application	1	✓	✓	✓	✓
Introduction to Proposal Writing	Consulting & Business Partnering	1	✓	✓	✓	✓
Leadership Competencies	Career & Leadership Development	1	✓	✓	✓	✓
Leading as a Futurist	Future Readiness	1	✓	✓	✓	✓
Leading Successful Teams	Collaboration & Leadership	1		✓	✓	✓
Manager's Guide to Employee Development	Career & Leadership Development	1	✓	✓	✓	✓
Managing as a Ground Floor Leader	Career & Leadership Development	1	✓	✓	✓	✓
Managing Difficult Behaviors in the Classroom	Training Delivery & Facilitation	1	✓	✓		
Marketing the Learning Function	Talent Strategy & Management	1	✓	✓		✓
Maximizing the Impact of Talent Development	Talent Strategy & Management	1	✓	✓		✓
Mobile Learning	Technology Application	1	✓	✓	✓	✓
Moving Training From the Classroom to Online	Technology Application	1	✓	✓	✓	✓
Neuroscience and Memory for the Trainer	Learning Sciences	1	✓	✓		
Overcoming Coaching Challenges	Coaching	1	✓	✓		✓
Overview of ADDIE	Instructional Design	1	✓	✓		

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Overview of Collaborative Leadership	Collaboration & Leadership	1		✓	✓	✓
Overview of Evaluation	Evaluating Impact	1	✓	✓		
Overview of Executive Dashboards for Learning and Development (L&D)	Data & Analytics	1	✓	✓	✓	✓
Overview of Learning and Development in Healthcare	Talent Strategy & Management	1	✓	✓		✓
Overview of Outsourcing the Learning Function	Consulting & Business Partnering	1	✓	✓	✓	✓
Overview of Talent Engagement	Organization Development & Culture	1	✓	✓	✓	✓
Overview of the Training Cycle	Training Delivery & Facilitation	1	✓	✓		
Overview of Training Needs Assessment	Consulting & Business Partnering	1	✓	✓	✓	✓
Overview of Visual Aids	Instructional Design	1	✓	✓		
Overview of xAPI	Data & Analytics	1	✓	✓	✓	✓
Peer Coaching	Coaching	1	✓	✓		✓
Planning a Presentation	Communication	1		✓	✓	✓
Planning and Organizing Training Events	Training Delivery & Facilitation	1	✓	✓		
Powerful Storytelling Techniques	Training Delivery & Facilitation	1	✓	✓		
Preparing Participants for Virtual Training	Training Delivery & Facilitation	1	✓	✓		

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Preparing to Deliver Training	Training Delivery & Facilitation	1	✓	✓		
Preparing Virtual Facilitators and Producers	Technology Application	1	✓	✓	✓	✓
Presentation Delivery Basics	Training Delivery & Facilitation	1	✓	✓		
Processes for Learning	Learning Sciences	1	✓	✓		
Questioning Techniques to Engage Your Audience	Training Delivery & Facilitation	1	✓	✓		
Roles and Communication on Workplace Teams	Collaboration & Leadership	1		✓	✓	✓
Selecting Technology for Virtual Training	Technology Application	1	✓	✓	✓	✓
Storyboarding and Prototyping	Instructional Design	1	✓	✓		
Successful Global Training	Training Delivery & Facilitation	1	✓	✓		
Successful Subject Matter Expert (SME) Projects	Instructional Design	1	✓	✓		
Surveys From Start to Finish	Evaluating Impact	1	✓	✓		
The ADDIE Model for Learning and Development in Healthcare	Instructional Design	1	✓	✓		
The Case for Blended Learning	Instructional Design	1	✓	✓		
The Learner-Centered Classroom	Training Delivery & Facilitation	1	✓	✓		
Training Adult Learners	Learning Sciences	1	✓	✓		

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Understanding Change and Its Impact	Change Management	1	✓	✓		✓
Using Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) Scores to Guide Learning Efforts	Data & Analytics	1	✓	✓	✓	✓
Virtual Training Logistics	Technology Application	1	✓	✓	✓	✓
Winning Support and Overcoming Challenges During Change	Change Management	1	✓	✓		✓
Working With Subject Matter Expert (SME) Trainers	Training Delivery & Facilitation	1	✓	✓		
Working with Subject Matter Experts (SMEs)	Instructional Design	1	✓	✓		
Writing a Great Resume	Lifelong Learning	0				
Writing For Readability	Communication	1		✓	✓	✓
Writing Performance-Based Learning Objectives	Instructional Design	1	✓	✓		

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