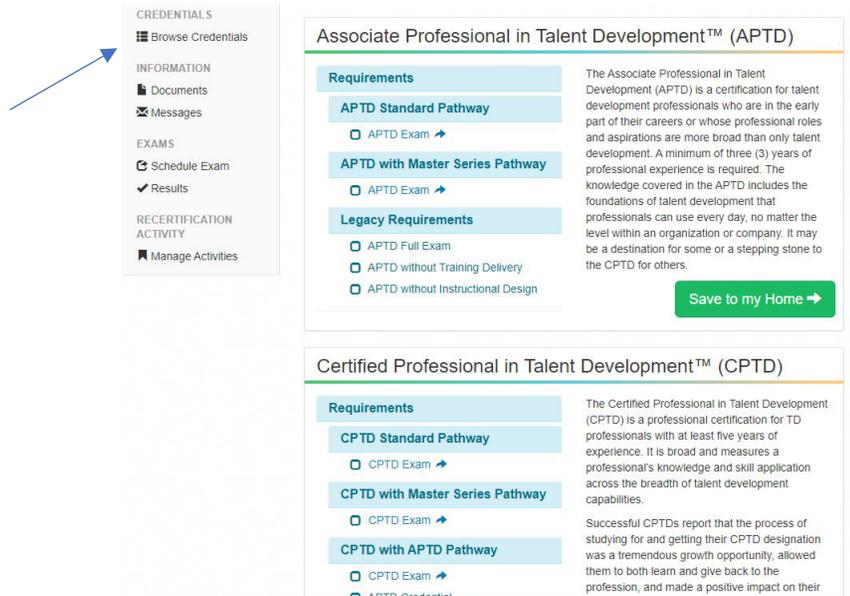


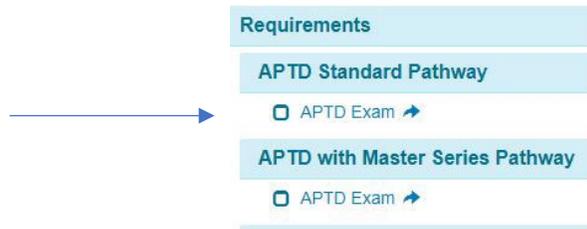
Applying for a Certification

Step 1: Log into the certification portal [here](#).

Step 2: Choose a credential: On the landing page select “Browse Credentials” to choose the credential for which you’d like to apply. Click on “Save to My Home” to land back on your credential page the next time you return.



Step 3: Choose a pathway: For APTD applicants, choose the APTD Standard Pathway unless you have completed an ATD Master Series program, such as the ATD Master Trainer program, in the past three years. In that case, choose the Master Series Pathway.



For CPTD applicants, choose the standard pathway unless you have an APTD credential or have completed an ATD Master Series program in the past five years, then choose the appropriate pathway.



Step 4: Read and agree to the attestation. After reviewing the attestation, please enter your name or initials at the bottom of the screen.

Attestation

Code of Ethics

Directions: Read and Agree to the Code of Ethics.

ATD CI Code of Ethics

Candidates must agree to the ATD Certification Institute (ATD CI) Code of Ethics, that describes the behavior expected of a talent development professional. Clients and employers insist on the highest possible standards of personal integrity, professional competence, sound judgment, and discretion. Developed by the profession for the profession, the Code of Ethics is the public declaration of talent development professionals' obligations to themselves, their profession, and society. Any

Step 5: Complete your application: Follow the steps within the application to submit all the required details. The Certification Portal automatically saves your entries as you complete them; you do not need to “save” anything. You can come back to complete your details at any time. To complete your application, have the following items handy:

- Recent resume
- Details about your relevant work experience, including references
- Details about your qualifying professional development activities, including dates of participation, during the past 3 years for APTD applicants or 5 years for CPTD applicants
- Certificate from ATD Master series if you have completed one
- Documentation supporting request for special accommodations

Employment History

The APTD Standard Pathway requires **Three years (36 months) of work experience** with adults in the talent development field or related discipline. Related disciplines include human resources, higher education or similar.

Please provide your talent development employment history. Complete all fields for each position you wish to be considered toward your eligibility.

PLEASE NOTE: The following questions will automatically save your responses as you enter them. To add additional work experience entries, use the **Add Work Experience** button below.

Position * Instructional Designer 02-2010 — 08-2019 current

Company Name * ATD

Company Address * 1640 King Street

Name of Supervisor * Super Vior

Supervisor Title * Boss

Supervisor Telephone * 123456123

Supervisor Email * boss@boss.com

You will need to supply supervisor name and contact information

Step 6: Enter Professional Development Activities: To be eligible to sit for the APTD or CPTD exams, you will need to provide details qualifying professional development activities that you have completed.

- **APTD:** 28 hours in the past 3 years
- **CPTD:** 60 hours in the past 5 years

Professional development activities must relate to the Professional or Organizational Capability domains described in the [ATD Capability Model](#). Details about the types of professional development activities that qualify can be found in your [Candidate Handbook](#).



APTD Standard Pathway Education/Professional Development

APTD Standard Pathway requires **Twenty-eight (28) hours of professional development** over the past 60 months in talent development content. Talent Development content is considered topics related to the Developing Professional Capability and Impacting Organizational Capability of the ATD Capability Model.

Enter Education/Professional Development Activities Here:

✖

Type of activity *

Title of activity *

Activity organizer *

Start Date *

End Date *

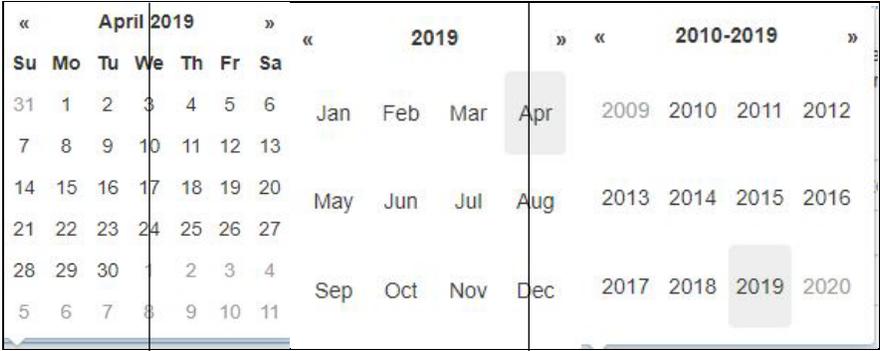
Number of Hours *

Capabilities covered *

For professional development activities, you will need to provide the type of activity, dates,

Be aware that when you need to 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.

Click on the top of the widget to move to months or years format



Step 7: Special Accommodations: If you will require special accommodations during testing, select “Yes”. You will need to complete and attach the Special Accommodations form that can be downloaded from the application, as well as documentation from a medical professional on their stationery.

Special Accommodations

Are you requesting special accommodations in accordance with the Americans with Disabilities Act (ADA) for testing?

Select * Yes No

Since you are requesting special accommodations, please click [here](#) to access a form to complete. Once you have completed the form and are ready to supply additional documentation in support of your request, combine the documents into one file and attach below. If you are unable to combine the files, please use the additional file uploads below.

Attach your completed file here: No file chosen

Do you have another file to upload? Yes No

Step 8: Choose testing window: You will have 18 months in which to successfully complete the exam from the date you submit your application. From the drop-down menu, choose the testing window in which you would like to test. Please note, ATD CI typically has the next three testing windows open for candidates to choose from when they apply.

APTD and CPTD exams are offered in alternating months. APTD exams are taken in odd-numbered months (January, March, May, etc.) and CPTD exams are taken during even-numbered months (February, April, June, etc.).

Testing Window

Choose the testing window in which you would like to test *

10/1/2023–12/31/2023	▼
6/1/2023–8/31/2023	
8/1/2023–10/31/2023	
10/1/2023–12/31/2023	
12/1/2023–2/29/2024	

Step 9: Submit Your Application: Once your application is complete, click “Submit” and you will be taken to the shopping cart. Your application is not complete until you have paid. Please note, ATD CI does randomly select 40% of applications for audit. If you are selected for audit, you will receive instructions about what to do next.

Step 10: Receive Authorization to Test from PearsonVue Within five (5) business days of the submission of your application, you should receive an Authorization to Test email from PearsonVue. It will contain your selected testing window and the legal name for your test registration. This name **MUST** match the name on your legal, government ID. Once you receive this email, you will be able to log into the Certification Portal and make your personal testing appointment.

Association for Talent Development Authorization to Test

 PearsonVUEConfirmation@pearson.com
To: .17@gmail.com

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



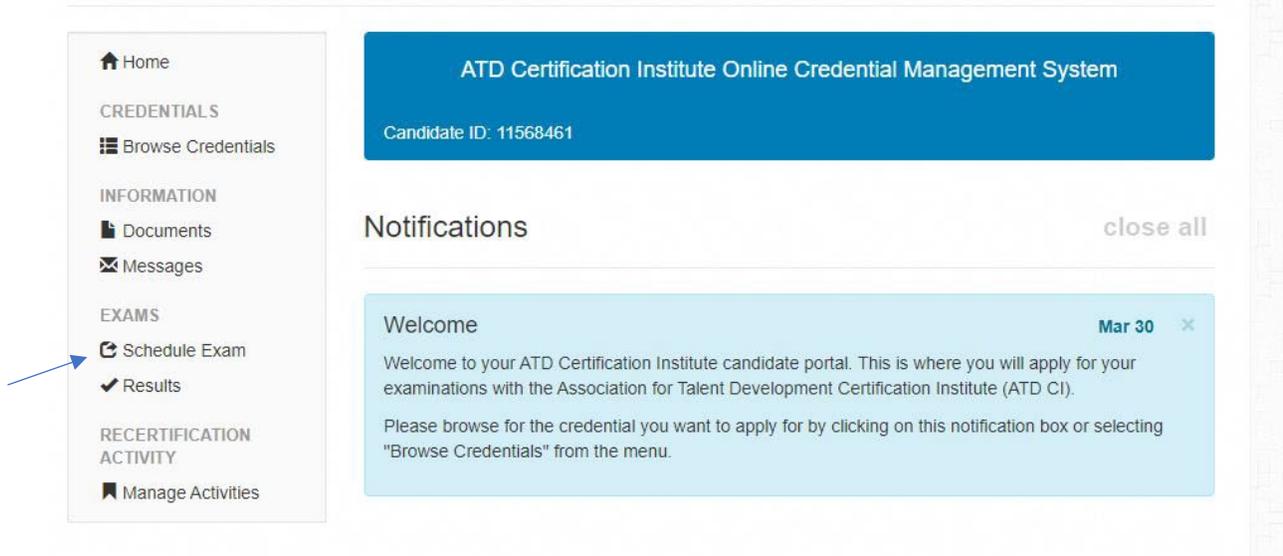
PLEASE DO NOT RESPOND TO THIS E-MAIL

Authorization to Test

You are currently registered for an ATD certification exam. Information including exam rules and scheduling instructions are shown below. If the details of your authorization do not seem correct, please contact ATD. Please follow the scheduling directions below to schedule your exam at Pearson VUE. Our contact information and regional phone numbers can be found on the [ATD Landing Page](#).

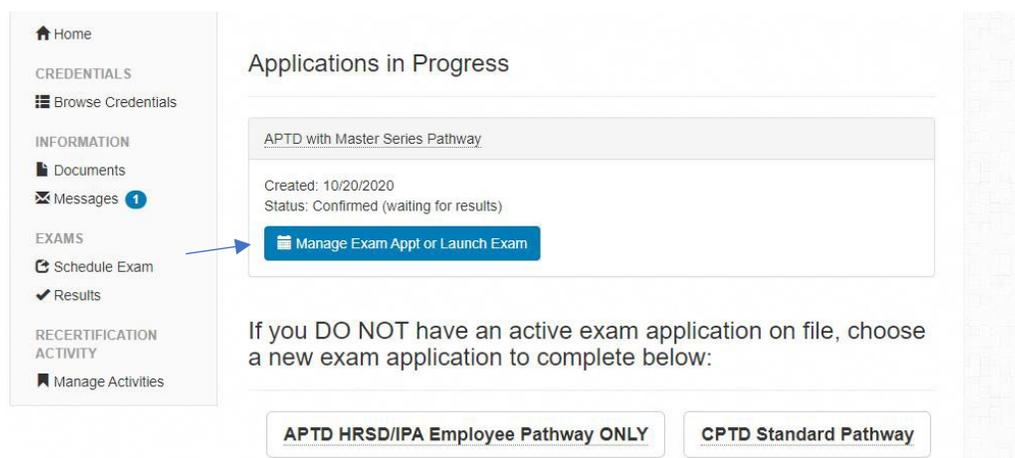
Authorized Candidate: Dylan James Hirt
 ATD Member Number: 11651240
 Client Authorization ID: 000018551
 Exam: APTD_Practice_Test - APTD Practice Test
 Number of Attempts Authorized: 1
 Authorized Dates: 14 June 2022 - 11 September 2022

Step 11: Schedule Your Exam: If your application is approved, you will be able to select **Schedule Exam** from the navigation at the left.



Once there, you click on the blue **Manage Exam Appt or Launch Exam** button. This will take you to the PearsonVue scheduling system. You will then be asked in which language you wish to take the exam.

You will then be asked if you wish to take your exam in-person at a local test center or online from your home or office (remote proctoring option). If you're not sure which option is for you see [this page](#) for more information.



Whichever option you choose, ATD CI recommends that you not wait until the last minute to schedule an exam appointment since the time slots do fill up as the date gets closer. It's wise to schedule your exam appointment at least one month in advance to get a better choice of dates, times and locations.

We do not recommend choosing a testing appointment on the last day of your authorized testing window. If you were unable to test on that day due to illness, technical issues, or other reasons, you would need to pay the Transfer Fee to receive a new authorization for a different window.