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.

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

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.
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.
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.).

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.
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.