

Applying for a Certification

Step 1: Log into the certification portal <u>here</u>.

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.

E Browse C	redentials	Associate Professional III Tan	ent Development (APTD)		
INFORMATIO	DN .	Requirements	The Associate Professional in Talent		
Document	ts		Development (APTD) is a certification for talent		
Messages	5	AP ID Standard Pathway	part of their careers or whose professional roles		
EXAMS		APTD Exam	and aspirations are more broad than only talent		
C Schedule	Exam	APTD with Master Series Pathway	development. A minimum of three (3) years of professional experience is required. The		
✓ Results		APTD Exam	knowledge covered in the APTD includes the		
RECERTIFIC	ATION	Legacy Requirements	professionals can use every day, no matter the		
ACTIVITY	1900	APTD Full Exam	be a destination for some or a stepping stone to		
Manage A	Manage Activities	APTD without Training Delivery	the CPTD for others.		
			Gave to my nome P		
		Certified Professional in Tale	at Development™ (CPTD)		
		Certified Professional in Taler	nt Development™ (CPTD) The Certified Professional in Talent Development		
		Certified Professional in Taler Requirements CPTD Standard Pathway	nt Development™ (CPTD) The Certified Professional in Talent Development (CPTD) is a professional certification for TD professionals with at least five years of		
		Certified Professional in Tale Requirements CPTD Standard Pathway	the Development [™] (CPTD) The Cettified Professional in Talent Development (CPTD) is a professional certification for TD professionals with at least five years of experience. It is broad and measures a professional's knowledge and skill application		
		Certified Professional in Tale Requirements CPTD Standard Pathway CPTD Exam & CPTD with Master Series Pathway	th Development [™] (CPTD) The Certified Professional in Talent Development (CPTD) is a professional certification for TD professionals with at least five years of experience. It is broad and measures a professional's knowledge and skill application across the breadth of talent development capabilities.		
		Certified Professional in Tale Requirements CPTD Standard Pathway CPTD Exam A CPTD with Master Series Pathway CPTD Exam A	The Certified Professional in Talent Development (CPTD) is a professional certification for TD professionals with at least five years of experience. It is broad and measures a professionars knowledge and skill application across the breadth of talent development capabilities. Successful CPTDs report that the process of		
		Certified Professional in Tale Requirements CPTD Standard Pathway CPTD Exam A CPTD with Master Series Pathway CPTD Exam A CPTD with APTD Pathway	The Certified Professional in Talent Development (CPTD) is a professional certification for TD professionals with at least five years of experience. It is broad and measures a professional's knowledge and skill application across the breadth of talent development capabilities. Successful CPTDs report that the process of studying for and getting their CPTD designation was a tremendous growth opportunity, allowed		

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.



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

testation	
le of Ethics	
ections: Read and Agree to the Code of Ethics.	
CI Code of Ethics	
didates must agree to the ATD Certification institute (ATD CI) Code of Ethi nt development professional. Clients and employers insist on the highest p essional competence, sound judgment, and discretion. Developed by the p	cs, that describes the behavior expected of a ossible standards of personal integrity, profession for the profession, the Code of Ethics

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 require talent development field or related dis or similar	s Three years (36 months) of work experience with adults in the scipline. Related disciplines include human resources, higher education	
Please provide your talent developme be considered toward your eligibility.	ent employment history. Complete all fields for each position you wish to	
PLEASE NOTE: The following questil additional work experience entries, us	ons will automatically save your responses as you enter them. To add supervisor nar contact inform	to supply ne and nation
Position * Instructional D	esigner 02-2010 - 08-2019	
Company Name *	ATD	
Company Address *	1640 King Street	
Name of Supervisor *	Super Visor	
Supervisor Title *	Boss	
Supervisor Telephone *	123456123	
Supervisor Email *	boss@boss.com	

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 <u>ATD Capability Model</u>. Details about the types of professional development activities that qualify can be found in your <u>Candidate Handbook</u>.

APTD Standard Pathwa	y Education/Professional D	evelopment	
APTD Standard Pathway requires T months in talent development conter Developing Professional Capability a Enter Education/Professional Develo	wenty-eight (28) hours of professiona nt. Talent Development content is consid and Impacting Organizational Capability opment Activities Here:	i development over the past 60 ered topics related to the of the ATD Capability Model.	
		×	
Type of activity *	Conference	v	For professional development activities you
Title of activity *	ATD International Conference		will need to provide the
Activity organizer *	ATD		type of activity, dates,
Start Date *	2019-05-19		
End Date *	2019-05-22		
Number of Hours *	15		
Capabilities covered *	Knowledge Management Career & Leadership Development Coaching Evaluating Impact Business Insight	•	

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.

	«		Ap	ril 20	19		»	((20	19	30	~	2010	-2019	>>
	Su	Мо	Ти	We	Th	Fr	Sa								3
	31	1	2	3	4	5	6	Jan	Feb	Mar	Apr	2009	2010	2011	2012
Click on the top of	7	8	9	10	11	12	13								
the widget to move	14	15	16	17	18	19	20	May	lun	Int	Aug	2013	2014	2015	2016
to months or years	21	22	23	24	25	26	27	Iviay	Jun	Jui	Aug	2010	2014	2010	2010
format	28	29	30		2	3	4	0	0.1			2017	2010	2010	2020
	5	6	7	8	9	10	11	Sep	UCI	NOV	Dec	2017	2010	2015	2020
	4			_											

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 Accommodation	S
Are you requesting special accommo testing?	dations in accordance with the Americans with Disabilities Act (ADA) for
Select *	Yes No
Since you are requesting special acc have completed the form and are rea combine the documents into one file additional file uploads below.	ommodations, please click here to access a form to complete. Once you dy to supply additional documentation in support of your request, and attach below. If you are unable to combine the files, please use the
Attach your completed file here:	Choose File 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.).

Choose the testing window in	10/1/2023-12/31/2023	~	
which you would like to test *	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
() 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.
CERTIFICATION INSTITUTE Association for Talent Development
"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 ATI
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 ATI 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 <u>ATD Landing Page</u> .
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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 ATI 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 <u>ATD Landing Page</u> Authorized Candidate: Dylan James Hit ATD Member Number: 11051240 Client Authorization ID: 000018551
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 ATI 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 <u>ATD Landing Page</u> . Authorized Candidate: Dylan James Hitt ATD Member Number: 11051240 Client Authorization ID: 000019551 Exam: APTD_Practice_Test - APTD Practice 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 <u>ATD Landsing Page</u> . Authorized Candidate: Dylan James Hit ATD Member Number: 11051240 Client Authorization 10: 000018501 Exam: APTD_Practice_Test - APTD Practice Test Number of Attempts Authorized: 1

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

T Home	ATD Certification Institute Online Credential Management Syste	em
CREDENTIALS	Candidate ID: 11568461	
INFORMATION Documents Messages	Notifications	close all
EXAMS C Schedule Exam ✓ Results	Welcome Welcome to your ATD Certification Institute candidate portal. This is where you will apply for examinations with the Association for Talent Development Certification Institute (ATD CI).	Mar 30 X
RECERTIFICATION ACTIVITY	Please browse for the credential you want to apply for by clicking on this notification box or "Browse Credentials" from the menu.	selecting

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 <u>this page</u> for more information.

CREDENTIALS	Applications in Progress	
INFORMATION	APTD with Master Series Pathway	
Documents	Created: 10/20/2020	
	Status: Confirmed (waiting for results)	
C Schedule Exam	Manage Exam Appt or Launch Exam	
 Results 		
RECERTIFICATION	If you DO NOT have an active exam ap a new exam application to complete bel	plication on file, choose ow:
Manage Activities		

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.