



# ATD CI Certification

Show What You're Capable Of

# The Talent Development Capability Model™

The Talent Development Capability Model defines the skills and knowledge required for talent development professionals to be successful now and in the future. It responds to trends affecting talent development, such as digital transformation, data analytics, information availability, and partnerships between talent development and business. ATD CI certification programs are grounded in the Talent Development Capability Model.

► The model helps define what talent development professionals need to know and do to be successful. Visit [td.org/CapabilityModel](https://td.org/CapabilityModel) to learn more.



## The Talent Development Capability Model:



Defines the capabilities needed for success across the entire TD industry



Provides the opportunity to align individual and organizational goals against an industry standard backed by research

## The Career Pathways Tool:



Outlines clear roles and paths for growth in talent development

Visit [td.org/career-pathways](https://td.org/career-pathways).

## Why Get Certified?

Current APTD® and CPTD® credential holders agree that earning and maintaining their credentials has helped their work. Specifically:

**93%** gained new insight

**91%** gained confidence in their work

**88%** have improved work quality

**78%** have greater job satisfaction

**74%** have improved innovation

**74%** have seen improved internal stakeholder satisfaction



## Is Certification Right for Me?



How can I demonstrate the full range of my knowledge and skills to my colleagues and boss?



What will validate my skill set so I can better help my organization achieve its goals?



What can I do to show I am ready for the next step in my career?

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute for [The Value of Certification](#).

# Choosing the Right ATD Credential



The **Associate Professional in Talent Development (APTD)** is a certification for TD professionals who are in the early parts of their careers, those for whom TD is a portion of their role, or whose professional roles and aspirations are focused on foundational areas of the field.

## Who Is It For?

The APTD is best suited for talent development (TD) professionals:

- Who want to formalize and recognize their role with a certification
- With at least three years of experience

Many of our APTD candidates are “accidental trainers” without formal education in training and development, or those who want to stay within one area of talent development (e.g., instructional design).

The APTD exam is available in Arabic, simplified Chinese, Traditional Chinese, and English.

The **Certified Professional in Talent Development (CPTD)** is a certification for more experienced TD professionals. It is broad and measures a professional’s knowledge and skill application across the breadth of talent development capabilities.

## Who Is It For?

The CPTD is best suited for seasoned TD professionals:

- Who have deep knowledge and experience enhancing employee talent development
- With at least five years in workplace learning and talent development

CPTD candidates often have management responsibilities and seek involvement in the strategic direction of the talent development function.

The CPTD exam is available in English.

# Eligibility



To be eligible for the APTD program, candidates must have:

- At least three years of professional work experience\*; **and**
- Completed 28 hours of professional development in talent development within the last three years.\*\*

To verify eligibility, please visit [td.org/certification/aptd/eligibility](https://td.org/certification/aptd/eligibility).

To be eligible for the CPTD program, candidates must have:

- At least five years of professional work experience\*; **and**
- Completed 60 hours of professional development in talent development within the last five years.\*\*

## OR CPTD candidates must have:

- At least four years of professional work experience\*; **and**
- Have earned the Associate Professional in Talent Development (APTD) certification and be in good standing.

To verify eligibility, please visit [td.org/certification/cptd/eligibility](https://td.org/certification/cptd/eligibility).

\*Work experience is defined as on-the-job experience, working with adults, performing talent development activities as described in the Developing Professional Capability or Impacting Organizational Capability domains of the Talent Development Capability Model.

\*\*If you are unsure whether your professional development will count toward certification eligibility, visit Am I Eligible? APTD [td.org/certification/aptd/eligibility](https://td.org/certification/aptd/eligibility) | CPTD [td.org/certification/cptd/eligibility](https://td.org/certification/cptd/eligibility).



To determine which credential might best fit your current experience, compare the content outlines for each exam at [td.org/certification/which-certification](https://td.org/certification/which-certification).



# Preparing for the APTD

Let us help make your APTD journey a smooth one. Our preparation resources range from on-demand courses to face-to-face workshops and subscription-based materials.

## The *TDBoK™ Guide: Talent Development Body of Knowledge, Second Edition*

The *TDBoK Guide*, second edition, is the updated and expanded comprehensive collection of concepts, definitions, methodologies, and examples covering the 23 capability areas identified in the Talent Development Capability Model and can serve as an important resource for exam preparation. ATD members receive complimentary access to the online *TDBoK Guide* on ATD's Bookshelf.

## APTD Practice Test

The APTD practice test is a useful benchmark as you get ready for your official certification exam and gives you an advanced opportunity to acclimate to the exam-day experience.

## APTD Certification Preparation Course

The on-demand course helps a TD professional prepare for the APTD exam with content review, test prep strategies, a full practice exam, and more. It includes access to an expert facilitator and the online *TDBoK Guide*.

## Study Groups

Many candidates also find it helpful to form a study group with colleagues at their organization or a virtual study group by an ATD chapter. Chapter membership is not required.

Explore all of our APTD preparation options and tips and download a free study planning guide at [td.org/certification/aptd/prepare](https://td.org/certification/aptd/prepare).

## APTD Certification Preparation Bootcamp

Prepare with modules, self-assessments, live sessions, discussions, a practice test, and the *TDBoK Guide*.



## APTD Preparation Workbook

A step-by-step guide to help you prepare for your exam with confidence.



## ATDYou Learning Library

Access 80+ expert-led courses across 20 capabilities and earn professional development credits toward certification.



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“I went in to get the APTD because I was new in talent development. I was new in learning and development. And I thought that having that certification would give me that confidence. And it did, but what it really did is it gave me that knowledge and that hands-on application. And that’s what gave me that confidence.”

—Savannah Turner, APTD  
Manager of Learning and Development



“Since I got my certification, I’ve noticed that my understanding of the industry as a whole has really broadened. I am able to bring more understanding to the table in conversations with my talent and development colleagues.”

—Christina Elms, CPTD  
Director of Learning and Development

# Exam Windows

**APTD exams** are available every other month starting in January. **CPTD exams** are available every other month starting in February. Registration deadlines are 30 days prior to the start of an exam window.



January	APTD
February	CPTD
March	APTD
April	CPTD
May	APTD
June	CPTD
July	APTD
August	CPTD
September	APTD
October	CPTD
November	APTD
December	CPTD

### Exam Location:

You can choose to test remotely or in person at a test center. Test centers are available worldwide.



### Exam Registration Fee:

Visit [td.org/certification](https://td.org/certification) for the most up-to-date exam registration fee information.



# Recertifying

The goal of recertification is to ensure those with an ATD CI certification remain current in practice.



The APTD certification is valid for three years. Recertification is earned through professional development.

- Credential holders must accumulate 40 recertification points within the three-year recertification period.
- Of the 40 recertification points, 15 must come from continuing education hours.
- APTDs can track their progress toward recertification through the certification portal.

The CPTD certification is valid for three years. Recertification is earned through professional development.

- Credential holders must accumulate 60 recertification points within the three-year recertification period.
- Of the 60 recertification points, 20 must come from continuing education hours.
- CPTDs can track their progress toward recertification through the certification portal.

Find more information on staying certified at [td.org/certification/recertification](https://td.org/certification/recertification).



# Support and Certify Your TD Team

Level up your team. Level up your organization.

Ensure your full talent development team has a strong foundation and is seen as a valuable business partner to your organization by becoming certified as a team. ATD has options to go through the preparation process as a private cohort.

Save with teams of five or more. Learn more at [td.org/enterprise/enterprise-certification](https://td.org/enterprise/enterprise-certification).

## Organizations that support professional certification report:

- ✓ Happier, more engaged employees
- ✓ A rise in employee confidence and knowledge
- ✓ Greater trust in employees' abilities
- ✓ Increased productivity

“Having a talent development organization that has certifications is a selling point, not only to recruit into that department, but to recruit into the business, because they are getting trained and developed by those who are professionals in their field. The business will get the rewards, not only your talent development organization.”

—Joe Dusing  
Senior Director, Learning and Development



“Certification: It’s what excellence is all about. Period.”

—Elaine Biech, CPTD Fellow

# My next steps...

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CERTIFICATION  
INSTITUTE

[td.org/certification](https://td.org/certification)