

Eligibility Worksheet for the CPTD Credential

START: log into td.org and create a record by clicking into the [Certification Portal](#). Select “CPTD Standard Pathway” to start your application. You can come back to it at any time.

Professional Development Requirement – 60 hours COMPLETED at the time of application Hour Total
(include title of session, training provider, dates, hours of program; consider which Capability below it falls into)

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____

Total= at least 60 hours



- DO NOT INCLUDE** sessions from these topics:
- Developing your personal leadership skills
 - Manager or team-building skills
 - Project management
 - Communication skills
 - Diversity, equity, and inclusion topics
 - Emotional intelligence
 - HR topics such as benefits/compensation

Experience Requirement – 5 years / 60 months total

The CPTD is a **practice-based credential**, requiring candidates to have had hands-on experience in a talent development role to be eligible – and successful. Candidates are more likely to be successful if they have had a range of experiences. However, there is no requirement that they have been involved in all these areas.

Candidate has had experience in one or more of these areas for at least 60 months at the time of application:

- Applying adult learning principles in the workplace.
 - Conducting a needs assessment.
 - Identifying appropriate talent development interventions following a needs assessment process.
 - Developing learning objectives and outcomes.
 - Planning, designing, and developing instructional content.
 - Matching appropriate instructional methods (lecture, role-playing, action learning, etc.) to desired learning outcomes.
 - Serving as a trainer or facilitator.
 - Using learning technologies, such as an LMS, course authoring tools, video/web conferences, etc., to support learning activities.
 - Selecting, implementing, managing an LMS platform.
 - Using career development methods and leadership development practices (mentoring, job rotations, coaching, formal training) for employee development.
 - Evaluating talent development interventions for their impact and success.
 - Directly participating in talent management functions, such as workforce planning, onboarding, performance management, succession planning, etc.
 - Designing and implementing strategic plans for talent development projects.
 - Matching talent development interventions to business outcomes.
 - Designing and implementing performance improvement solutions to address performance gaps.
 - Using change management principles.
- Candidate must have a current resume or CV in English that reflects their talent-development related responsibilities to upload to the application system.
 - Candidates must also supply a valid email address and phone number for supervisors or HR departments who can verify employment listed in the application.

This worksheet is for applicant use ONLY. It is designed to assist you in self-determining eligibility. ATD CI staff does not review.