



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 those 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.



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Visit td.org/CapabilityModel to learn more.

The Talent Development Capability Model:



Defines the capabilities needed for success across the entire TD industry



Provides a professional development roadmap for TD leaders and practitioners



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

Is Certification Right for Me?

ASK YOURSELF:



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?



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 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 **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.



To determine which credential might best fit your current experience choose the APTD-ready or CPTD-ready learning path in the Talent Development Capability Model found at td.org/CapabilityModel.

Eligibility



TO BE ELIGIBLE FOR THE APTD PROGRAM, ALL 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/APTDeligibility.



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

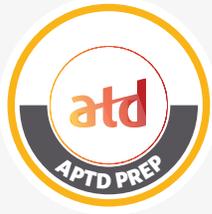
OR CPTD candidates must have:

- 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/CPTDeligibility.

*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.





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 TALENT DEVELOPMENT BODY OF KNOWLEDGE

The Talent Development Body of Knowledge (TDBoK™) is the first-ever comprehensive collection of concepts, definitions, methodologies, and examples covering the 23 capability areas identified in the Talent Development Capability Model. The TDBoK can serve as an important resource for exam preparation.

\$195: Member | **\$295:** Nonmember
12-month subscription from date of purchase

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.

\$95: Member | **\$145:** Nonmember

PREPARATION COURSES

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 Talent Development Body of Knowledge.

\$1,295: Member | **\$1,495:** Nonmember

STUDY GROUPS

Many candidates also find it helpful to form a study group with colleagues at their organization or join a study group created by their local ATD chapter.

Explore all of our APTD preparation options and tips and download a free study planning guide at td.org/APTDprepare.



“The timing of my certification put me a step ahead of my colleagues and has opened new career opportunities for me. As my career has evolved and advanced, the one certification I choose to renew and maintain is my APTD certification. I cannot recommend the APTD certification enough.”

**—Jaclyn King, APTD
 Senior Healthcare
 Transformation Consultant,
 Optum Serve Consulting**



Preparing for the CPTD

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THE TALENT DEVELOPMENT BODY OF KNOWLEDGE

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\$1,695: Member | **\$1,895:** Nonmember

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“I initially obtained my certification to increase my visibility to recruiters and hiring managers. However, what I got out of the certification process was a deeper understanding of the depth and breadth of the talent development field as well as a general confidence boost in my role within the industry.”

—Sandra Smith, CPTD
Talent Development Professional,
Financial Industry

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/TeamCertification.

Organizations that support professional certification report:

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

The Time Is Now

Upcoming Exam Windows for the APTD and CPTD

APTD

Registration Deadline	Exam Window	Blackout Period
June 1, 2022	July 1–September 30, 2022	July 29–August 31, 2022
August 1, 2022	September 1–November 20, 2022	October 1–31, 2022
October 1, 2022	November 1, 2022–January 31, 2023	November 21, 2022–January 2, 2023
December 1, 2022	January 3–March 31, 2023	February 1–28, 2023
February 1, 2023	March 1–May 31, 2023	April 1–30, 2023
April 1, 2023	May 1–July 31, 2023	June 1–30, 2023

CPTD

Registration Deadline	Exam Window	Blackout Period
July 1, 2022	August 1–October 31, 2022	September 1–October 2, 2022
September 2, 2022	October 3–December 21, 2022	November 1–30, 2022
November 1, 2022	December 1, 2022–February 28, 2023	December 22, 2022–January 31, 2023
January 1, 2023	February 1–April 30, 2023	March 1–31, 2023
March 1, 2023	April 1–June 30, 2023	May 1–31, 2023
May 1, 2023	June 1–August 31, 2023	July 1–31, 2023

2022-2023 EXAM WINDOWS



Recertifying

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 management platform.

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

- Credential holders must accumulate 60 CPTD 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 management platform.

Find more information on staying certified at td.org/recertification.





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

—***Elaine Biech, CPTD Fellow***



Unleash Your Potential by Earning an ATD CI Certification