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CPLP Recertification Policies

Professional development is required for CPLP credential holders to remain current in the field and to enhance their continued competence. To fulfill this requirement, CPLPs must accumulate 60 CPLP recertification points during each three-year recertification period in order to maintain their CPLP designation and submit the completed Open-Book Assessment. CPLP recertification points are earned in the following categories:

Categories	Maximum Allowable Points Per Three-Year Period
1. Continuing Education	30
2. Speaking and Instructing	20
3. On-the-Job Experience	20
4. Research and Publishing	20
5. Leadership and Recognition	15[1]
6. Professional Membership	15

All CPLP recertification points must tie directly to one or more areas of The ATD 2013 Competency Model to qualify. A description of category requirements and examples of eligible activities are outlined in the following sections of this document.

Recertification Categories

Continuing Education   **30 point maximum**

- One point is awarded for each physical hour of continuing education except where specified (see social learning and undergraduate or graduate work listing under the eligible activities section).
- Points are earned for continuing education within your current role or job that involves a new talent development experience or new talent development content.
- Points are accrued on an hourly basis for all educational time in talent development related continuing education events, including online training.
- Educational activities must directly contribute to the CPLP's understanding of the talent development profession.
- Recertification points are not awarded for non-educational time incorporated in educational activities such as breaks, networking, registration, preparation, and assignments.

Example of Eligible Continuing Education Activities

- Attending commercially available talent development educational courses or talent development workshops.
- Attending educational sessions related to the talent development industry at national conferences such as ATD or SHRM conferences.
- Attending educational sessions related to the talent development industry at local conferences such as ATD or SHRM chapter sponsored conferences.
- Attending talent development chapter events or other talent development industry meetings
  - *Business meetings, committee meetings, and general information meetings are **not** eligible.*

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[1] Leadership and Recognition maximum allowable points are set at 15 per three-year cycle except for ASTD CI CPLP assigned activities where it is possible to earn up to 30 points. See category information for details.

- Attending undergraduate or graduate-level talent development courses from an accredited institution = **eligible for 5 points per credit hour**.
- Social Learning :
    - Reading the following books on the topic of social learning:
        - ASTD Research. 2010. *The Rise of Social Media: Enhancing Collaboration and Productivity Across Generations.* Alexandria, VA: ASTD Press. **Eligible for 3 points.**
        - ASTD Research. 2013. *Informal Learning: The Social Evolution,* Vol. 4, No.3. Alexandria, VA: ASTD Press. **Eligible for 3 points.**
        - ASTD Research. 2013. *2013 Going Mobile: Creating Practices That Transform Learning,* Vol.5, No.1. Alexandria, VA: ASTD Press. **Eligible for 3 points.**
        - ATD Research. 2015. *The Mobile Landscape 2015: Building Toward Anytime, Anywhere Learning.* Alexandria, VA: ATD Press. **Eligible for 3 points.**
        - Bingham, T. & M. Conner. 2010. *The New Social Learning: A Guide to Transforming Organizations Through Social Media*. San Francisco: Berrett-Koehler Publishers. **Eligible for 3 points.**
        - Bingham, T. & M. Conner. 2015. *The New Social Learning: Connect, Collaborate, Work.* 2nd Edition. Alexandria, VA: ASTD Press. **Eligible for 3 points.**
- Global Mindset and Learning Technologies:
    - Reading the following content on global mindset and learning technologies:
        - ASTD Learning System. 2013. "Chapter 4: Learning Technologies," Alexandria, VA: ASTD Press. **Eligible for 3 points**.
        - ASTD Learning System. 2013. "Chapter 11: Global Mindset," Alexandria, VA: ASTD Press. **Eligible for 3 points**.

Speaking and Instructing	**20 point maximum**

- Points are awarded per hour.
- Points are earned for speaking or instructing on a talent development-related subject within one's current role or job or may involve a new talent development experience or new talent development content.
- Points can also be earned for development work. For every hour of delivery, the individual receives an hour of development time[2]. For example, if an individual presents for an hour and spends two hours in development, the individual receives a total of 2 points.
- Points are awarded the first time the presentation is made and may not be earned for repeated presentations.

Example of Eligible Speaking and Instructing Activities

- Presenting an educational activity on a talent development topic at a conference at the national or local level.
- Presenting at an annual meeting for a talent development professional society.
- Leading a talent development session or workshop.
- Presenting a talent development-related topic in a webinar
- Presenting a talent development-related topic in a podcast
- Conducting speaking engagements or instructing private organizations, such as community groups, professional business groups, a class at a university or college, or charities on talent development content only.

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[2] Credit for development time has been added as a result of feedback from talent development professionals.

On-the-Job Experience	**20 point maximum**

- Points are awarded per hour.
- Points can be earned for a first-time work experience if that activity adds or enhances the understanding of the talent development body of knowledge.
- Points can be earned for both development and delivery work. For example, if it requires 200 hours to develop a competency model for your organization, and three hours to present it, you would earn the maximum points allowable in this category, which is 20 points.

Examples of Eligible On-the-Job Experience Activities

- Developing a competency model for your organization.
- Designing a new training program.
- Calculating return on investment for a new training program

Research and Publishing	**20 point maximum**

- Points are awarded per published work as specified in the following chart.
- Co-authors earn half points.
  - Book = **20 points**
  - Thesis = **20 points**
  - Book Chapter = **10 points**
  - Research article for a relevant electronic newsletter or formal blog = **4 points**
  - Peer-reviewed article = **3 points**
  - Non-peer-reviewed article = **2 points**
  - Research article for an official organization, professional, or company blog = **2 points**
  - Published job aid or performance support tool = **1 point**

Examples of Eligible Research and Publishing Activities

- Author or co-author of a talent development-related article in a journal or magazine, such as *TD* magazine.
- Author or co-author of a talent development-related book.
- Author or co-author of a chapter in a talent development-related book.
- Author or co-author of a talent development-related dissertation or master's thesis.

Ineligible activities: Work that is part of a marketing effort rather than a teaching effort, website comments, informal blogs, wiki entries, and other unedited online items.

Leadership and Recognition	15 point maximum[3]

- Points are awarded for specific activities that support the profession through volunteerism and/or leadership.
- Leadership points are awarded for volunteer activities for talent development-related national or local associations (such as ATD and SHRM).
- Points are also earned for awards given to the individual (not to the institution or establishment).
- Recertification points are not awarded for leadership activities that have no direct talent development link. Following are some examples of activities that may earn recertification points in the Leadership and Recognition category.

Examples of Eligible Leadership and Recognition Activities

Category	Examples	Points[4]
Talent Development Officer, National	ATD Board Member ATD CI Board Member National Advisors for Chapters (NAC) Board Member	10
Talent Development Officer, Local	ATD Chapter President ATD Chapter Director of Certification ATD Chapter Director of Membership ATD Chapter Treasurer Other ATD chapter officer positions as deemed appropriate	7
Talent Development Committee Member - National	ATD Conference Program Advisory Committee Editorial Board for talent development-related magazine	5
Talent Development Committee Member - Local	ATD Chapter Program Board	5
Talent Development-Related Award From A National Talent Development Association	ATD CPLP Contributor[2] Award ATD Volunteer Partnership Award	2
Talent Development-Related Award From A Local Talent Development Association	ATD Chapter Volunteer Award	1
CPLP Certification Team	CPLP work product development	Up to 10
	CPLP work product scoring	Up to 15
	CPLP item review	Up to 10
	CPLP item writing	Up to 10
	CPLP cut score	Up to 10
ATD-Related Support Activities	ATD Review Team Member ATD Excellence in Practice Awards	5
Other CPLP- or ATD-Related Support Activities	Only for activities with credits preassigned by ATD CI Staff.	As assigned

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[3] The maximum increases from 15 to 30 points per three-year cycle for ATD CI CPLP assigned activities only.
[4] Per year distribution.

Professional Membership	15 point maximum

- Points are awarded for active membership in a national, international, or local talent development-related professional association or society.
- Points are awarded per year. For example, individuals with three years of active national membership would earn 12 points. Individuals with three years of active local chapter membership would earn 9 points. Combined, an individual may claim up to a maximum of 15 points during each three-year recertification cycle.
- Points are earned for unique and mutually exclusive experiences and not for interrelated experiences. For example, you may not earn points for being a chapter member and a chapter president for the same term.

Examples of Eligible Leadership and Recognition Activities

- ATD National Member = **4 points per year**
- ATD Chapter Member = **3 points per year**
- Other national or local talent development-related membership (such as SHRM) = **2 points per year**

Global Mindset Open-Book Assessment

For any CPLP credential holder certified on or before May 1, 2016, an Open-Book Assessment on the global mindset foundational competency must also be submitted at the time of recertification. All CPLP credential holders will receive the global mindset chapter of the ATD Learning System from ATD at no fee in December 2015. When recertifying, in addition to the Recertification Tracking Worksheet with the required 60 recertification credits, credential holders will submit the recertification fee payment and the completed Open-Book Assessment. If you submit the assessment and do not pass, you will be notified and given a retest assessment. You will have multiple attempts to pass at no additional cost.

CPLP Recertification Administrative Procedures

Submission Instructions

1. Submit completed recertification packet, including the Recertification Application, Open-Book Assessment, and recertification fee payment.
2. Incomplete packets will not be considered.
3. The open-book assessment is required from all CPLPs who obtained the CPLP credential before May 1, 2016.
4. Do not submit supplemental documentation unless requested (see Recertification Program Audit Process).
5. Mail completed packet to:

> **ATD CI**
> **Certification Department**
> **c/o Virginia Sawall**
> **1640 King St.**
> **Alexandria, VA 22314**
> **USA**

Review Process

- Candidates **must** submit the recertification packet by the postmark deadline or the application will not be accepted.
- If the recertification packet is not submitted by the postmark deadline, then certification status will be revoked. Once certification status has been revoked, individuals must reapply and successfully complete the requirements to earn the CPLP credential.
- Packet will be reviewed by ATD Certification Institute (ATD CI) staff.
- If there is a problem with your recertification materials, ATD CI staff will contact you to resolve it. We suggest that you include more than the 60 required credits in the unlikely event that there are problems with activities that you have reported.
- If your application is approved, you will be recertified and a new certificate will be issued.
- Certification staff is unable to pre-approve recertification credits. If you have any doubts about program eligibility, add extra entries as a safe measure.

Fees and Deadlines

The recertification application fee is **$200 dollars**. All packets must be submitted with the application fee or the application will not be processed.

The recertification cycle begins the first day of the month after notification of your CPLP success and it is valid for three years. For example, if you were notified that you passed the Work Product submission on March 2, 2006, then your recertification cycle begins April 1, 2006 and ends March 31, 2009.

All recertification points must be accrued within the cycle timeframe; however, you will be given an additional 30 days after your cycle end date to submit your application and payment.

Credential holders may submit applications up to three months before their recertification date.

All submissions must be postmarked by the recertification deadline. Applications received after the deadline **will not** be accepted.

Current Certification Cycle	Applications Allowed as Early As:	Application & Payment Due
5/1/2013 – 4/30/2016	1/31/2016	5/31/2016
11/1/2013 – 10/31/2016	7/31/2016	11/30/2016
5/1/2014 - 4/30/2017	1/31/2017	5/31/2017
11/1/2014 - 10/31/2017	7/31/2017	11/30/2017
4/1/2015 - 3/31/2018	12/31/2017	4/30/2018
5/1/2015 - 4/30/2018	1/31/2018	5/31/2018
11/1/2015 - 10/31/2018	7/31/2018	11/30/2018
12/1/2015 - 11/30/2018	8/31/2018	12/31/2018
5/1/2016 - 4/30/2019	1/31/2019	5/31/2019

Application Audit Process

ATD CI will use both a random and targeted selection procedure when auditing recertification applications. The audit review process is as follows:

1. ATD CI staff will identify recertification applications to be audited and notify designees through email and regular mail in advance.
2. Selected individuals will be asked to submit both the recertification application and supporting documentation of their activities as outlined in the recertification application document.
3. Audited individuals must postmark their submissions by the recertification deadline.
4. If your documentation is not sufficient, ATD CI staff will provide you with feedback through email and you will have an opportunity to correct it and resubmit.
5. You will have two weeks to submit corrections after feedback has been provided.
6. If your documentation suffices, you will be recertified and a new certificate will be issued.

Important! **To ensure you receive all recertification information, be sure to have up-to-date contact information in the CPLP Registry. To update your information go to** http://bit.ly/1q7uRV2.