



**THE INSTITUTE**  
FOR PERFORMANCE  
AND LEARNING

**CERTIFICATION**  
HANDBOOK



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## About The Institute for Performance and Learning

The Institute for Performance and Learning is Canada's professional association focused on training, learning and performance in the workplace. The role of The Institute is to define the requisite body of knowledge and code of ethics for the profession, to develop the competencies of our members and to promote and improve collective reputation and image.

## About Certification

Certification is a professional designation program and not a certificate program. The terms sound similar, but the purpose and goal of these programs are very different. Certificate programs are designed to provide instruction and training to help participants acquire or enhance knowledge, skills or competencies, whereas certification programs are designed to assess an individual's existing knowledge, skills or competencies independent of instruction or training.

The Institute for Performance and Learning offers two certifications: Certified Training and Development Professional (CTDP) and Certified Training Practitioner (CTP).

## Certification Program Policies and Procedures

Candidates are required to abide by the Code of Conduct (as referenced in [Appendix A](#)) Candidates are required to read and agree to the certification program policies and procedures upon registration. As referenced [Appendix B](#).

## Competencies for Training and Development Professionals

The Competencies for Training and Development Professionals© (Competencies) is the body of knowledge and competency framework for the learning and development professional, and the syllabus for the CTDP and CTP certifications. It encompasses the major aspects of the design, development, implementation and assessment of effective workplace learning that enables meaningful business outcomes.

# How to use the Handbook and Roadmap

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## Certification Handbook

The certification handbook is the technical resource for all candidates. It outlines each step in the certification process and provides individuals with everything they need to understand, participate in and complete the CTDP/CTP process. The handbook is the primary resource for The Institute for Performance and Learning certification programs and is a **must read** for all

candidates. Candidates must follow all policies, procedures and timelines outlined in this handbook.

The Institute for Performance and Learning reserves the right to change the standards, application, and requirements for the CTD/CTP certification and re-certification and will do so as necessary; therefore it is important that candidates refer to the online handbook on an ongoing basis.

This handbook is the property of The Institute for Performance and Learning. Permission to reproduce its contents must be gathered in writing from The Institute.

## Interactive Roadmap

The interactive certification roadmaps are found on The Institute for Performance and Learning website. The roadmaps are designed to provide an overview of the various streams in the certification process.

The interactive roadmaps include every step of the certification preparation and process. You can read through each step sequentially, or jump right to whichever piece you are interested in. By hovering over each step you will gain insights and then be directed to the handbook for further details.

## Overview of Certification Paths

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### CTDP and CTP Certification – Standard Path

**Certified Training and Development Professional (CTDP)**<sup>™</sup> certification is a professional designation and enables learning and development professionals to demonstrate a broad range of competencies including:

- Assessing performance needs
- Designing training
- Facilitating training
- Supporting transfer of learning
- Evaluating training

Proficiency in knowledge and skill in these areas is demonstrated through the CTDP Knowledge Exam and Work Product Submission.

**Certified Training Practitioner (CTP)<sup>™</sup>** certification is the professional designation for those with a focus in the key competency area of: Facilitating training.

Proficiency in knowledge and skill in this area is demonstrated through the CTP Knowledge Exam and Work Product Submission.

## CTDP Certification – Senior Portfolio Authentication Path

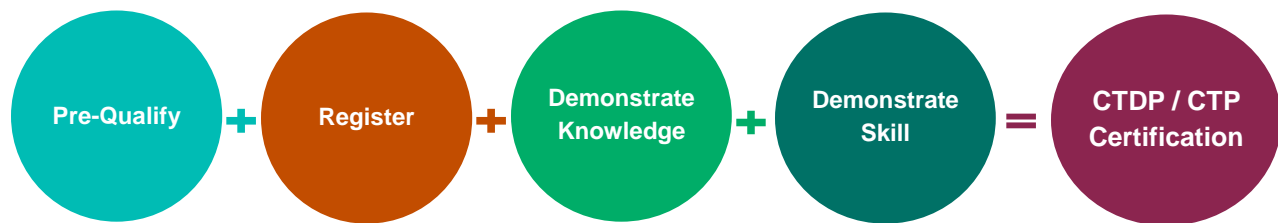
Senior Portfolio Authentication (SPA) is an accelerated path to a CTDP certification. It allows experienced training and development professionals to demonstrate their experience, knowledge and skill mastery across a broad range of competencies including:

- Assessing performance needs
- Designing training
- Facilitating training
- Supporting transfer of learning
- Evaluating training

It is achieved via a portfolio authentication route rather than by the standard path of a knowledge exam and work product submission.

## CTDP Standard Path

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### Pre-Qualify

#### Qualifications

Potential candidates interested in pursuing **CTDP** certification through the Standard Path must have a minimum of four years of full time experience proving experience across the Competencies.

- Assessing Performance Needs
- Designing training
- Facilitating training
- Supporting transfer of learning

- Evaluating training

Potential candidates interested in pursuing **CTP** certification must have a minimum of one year of full time experience in a role, or roles, encompassing **the facilitation competency** of the Competencies.

## Complete Candidate Form – Self Qualify

Potential candidates must download and complete the Certification Candidate form on The Institute for Performance and Learning website to ensure they meet the eligibility requirements of their preferred designation. Candidate Form must be supported by two professional references.

**Important to Note:** Potential candidates will self-assess their experience against the requirements of their preferred designation. Certification eligibility cannot be assessed by phone.

## Register

### Register Online

**Important to Note:** Potential candidates must have or purchase a membership with the Institute for Performance and Learning before registering for certification. An active membership with The Institute for Performance and Learning is a requirement of your certification candidacy, and of your continued certified status once certification has been earned.

Interested candidates who are not current members of The Institute for Performance and Learning may access and complete the Certification Candidate Form prior to purchasing membership.

Once the potential candidate has self-assessed their experience through the Candidate Form and determined they meet the requirements they may enroll for certification through our website. After registration the candidate's completed Candidate Form must be emailed to [certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca).

Access to the registration area of the website requires an active membership with The Institute for Performance and Learning.

Registered candidates will receive a welcome email. An electronic copy of the Competencies for Training and Development Professionals will be provided.

Certification Fee Guide	
\$950	CTDP/CTP Certification Standard Path
\$100	Exam Re-Write Fee
\$325	Skill Demo Re-Submission
\$100	Exam Re-Schedule
\$200	Skill Demo Re-Schedule
\$475	Certification Re-Registration (to extend for one further year past initial registration date)

\* Applicable taxes will be added to all fees.

## Payment Options

Candidates must register online using a credit card for payment. Payment must be made in full at time of purchase.

## Confirmation of Registration

Upon payment, candidates will receive confirmation of registration and payment by email.

## Certification Timeline

Candidates have one year to successfully complete the components of certification. Candidates who have not completed their certification within the one year time frame, and who wish to continue, will be subject to the certification re-registration fee (see fee guide).

## Demonstrate Knowledge

As part of the certification process there is one exam: the CTDP/CTP Knowledge Exam. The exam covers concepts, definitions and practices related to the applicable competency categories as outlined in the Competencies for Training and Development Professionals. Candidates must write and pass their exam prior to moving on to the skill demonstration portion of the certification process.

## Exam Copyright

The Institute for Performance and Learning holds the proprietary rights and copyright for the CTDP/CTP Knowledge Exam. Reproduction of any or part of the examination is prohibited by law.

## Schedule Exam

- Examination dates are listed on The Institute for Performance and Learning website calendar.
- Examinations must be scheduled through the website on one of the available dates, **30** days prior.

- Candidates will receive an email confirmation of their exam reservation within **three to five business days** of registration.
- Exam access and login information will be sent by email one week prior to the scheduled examination date.
- Scheduled exams that are cancelled with less than 10 business days' notice will be subject to a fee (see fee chart).

## Prepare for Exam

### Exam Format

**CTDP Exam Format** – The Knowledge Exam is three hours long and consists of 150 multiple choice questions. The 150 multiple choice questions are broken down as follows:

Multiple Choice Questions	
18%	Assessing performance needs
34%	Designing training
34%	Facilitating training
6%	Supporting transfer of learning
8%	Evaluating training

**CTP Exam Format** – The Knowledge Exam is one and a half hours long and consists of 50 multiple choice questions on the facilitation competency.

### Exam Preparation Resources

Candidates are provided with the following to prepare for their examination:

- Electronic access to the Competencies for Training and Development Professionals; this is the key reference for preparing for the exam;
- Access to The Institute for Performance and Learning Reference Library;
- Recommended reading list (books are purchased separately);
- Practice examination. The practice examination is 10 static questions; it can be completed multiple times.

The Institute for Performance and Learning recommends 8 to 12 weeks to prepare for the Knowledge Exam.

### Write the Exam

The exam is written online and is self-proctored; candidates are able to write from their home or office with a specified time limit allocated. A computer with an internet connection is required.



## Successful Exam Results

Upon completion of the Knowledge Exam, candidates will immediately be notified with a pass or fail message. Successful exam candidates can then move on to register and complete their skill demonstration.

## Unsuccessful Exam Results

If unsuccessful on the first exam attempt, candidates have the opportunity to take the exam again at an additional cost. Please [see fees](#). The re-write must be scheduled on an available date within the next two examination windows.

## Demonstrate Skill

The work product is the second portion of the certification process and is completed only once the Knowledge Exam has been successfully completed.

### Select Work Product

**CTDP** standard stream candidates demonstrate their proficiency in the Competencies for Training and Development Professionals through a work product submission. Candidates have the option to submit work on either *Facilitation*, *Assessing Performance Needs* or *Designing Training*.

**CTP** standard stream candidates must demonstrate their proficiency in *Facilitation* through a facilitation video submission.

## Prepare for Skill

### CTDP Candidates

Based on the selection of the work product (*Facilitation*, *Assessing Performance Needs* or *Designing Training*), the candidate is required to demonstrate proficiency across the core and supporting competencies. Utilizing the designated worksheet, candidates articulate their work product (which must be an original work) submission via the detailed documentation responses.

### CTP Candidates

The candidate is required to demonstrate proficiency in the Facilitation competency. The demonstration is submitted through a video project submission.

## Submit Work Product/Demonstrate Skill

### Register to Submit

Work product submission dates and live skill demonstration dates are listed on The Institute for Performance and Learning website calendar. Dates must be scheduled through the website, **30** days prior. Candidates will receive an email confirmation of their registered date within two

business days of registration. Scheduled work product submissions and live skill demonstration dates that are cancelled with less than 30 days' notice will be [subject to a fee](#).

## **CTDP/CTP Submit Work Product – Project Submission**

Work product files and worksheets are uploaded to The Institute for Performance and Learning via your personal Dropbox account:

- Please **do not** submit your work product via paper files;
- Please provide access to your personal Dropbox account to the following email address: [certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca) when submitting your files;
- Please organize your files within the Dropbox in this manner for ease of viewing:
  - Resume and references;
  - Skill demonstration worksheet;
  - Using the worksheet and competency categories, create one folder for each one – attach the relevant materials behind each folder and ensure each one is specifically labelled as required;
  - Ensure that your worksheet specifically indicates which folder and which document should be viewed as part of the work product assessment in each competency area.

## **CTDP/CTP Assess Work Product**

Candidate files are assessed through a rigorous process. Assessors review all documentation in alignment with the Competencies for Training and Development Professionals, and award a successful or non-successful assessment. Candidates must be able to demonstrate all areas within the work product selected. Work product submissions assessments are completed in approximately 30 days.

## **NOTICE TO CANDIDATES OF WORK PRODUCT RESULTS**

### **Successful Work Product/Skill Demonstration Results**

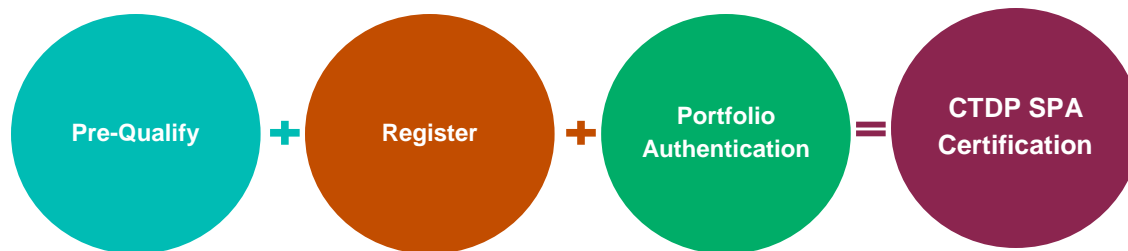
Candidates who have successfully completed the work product/skill demonstration have completed the certification process and have earned their CTDP/CTP designation. Candidates must ensure their membership information is accurate on The Institute for Performance and Learning website; this information will be used to create the CTDP/CTP certificate of completion, and to create an entry in The Institute for Performance and Learning website certification registry.

### **Unsuccessful Work Product/Skill Demonstration Results**

If the candidate is not successful in their first work product/skill demonstration submission, they have the opportunity to re-submit/re-demonstrate at an additional cost. Please [see fees](#). The re-submission/re-demonstration must be scheduled on an available date within the next two submission windows.

## CTDP Certification Senior Portfolio Authentication Path

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### Overview

Senior Portfolio Authentication (SPA) is an accelerated path to a CTDP certification. It allows experienced training and development professionals to demonstrate their experience, knowledge and skill in the profession via a portfolio authentication route rather than the standard route of a knowledge exam and work product submission.

### Pre-Qualify

#### Complete Eligibility Form – Self Qualify

The following is required to pursue CTDP certification through a Senior Portfolio Authentication:

- A minimum of 12 years' experience in a learning and development capacity;
- Demonstrated knowledge and education in learning and development;
- Demonstrated professional experience and accomplishments;
- Demonstrated professional service.

Candidates must download and complete the Certification Eligibility form on The Institute for Performance and Learning website to ensure they meet the eligibility requirements of their preferred designation. Eligibility form must be supported by two professional references who may be contacted for verification of the information provided.

**Important to Note:** Potential candidates will self-assess their experience against the requirements of their preferred designation. Certification eligibility cannot be assessed by phone.

## View Senior Portfolio Assessment Worksheet Criteria

Senior Portfolio Authentication candidates are required to document their customized examples in the applicable worksheet. Following the methodology outlined in the worksheet, candidates demonstrate mastery across a broad range of competencies.

Reference the SPA worksheet for specific details.

## Register

### Register Online

**Important to Note:** Potential candidates must have or purchase a membership with the Institute for Performance and Learning before registering for certification. An active membership with The Institute for Performance and Learning is a requirement of your certification candidacy, and of your continued certified status once certification has been earned.

Interested candidates who are not current members of The Institute for Performance and Learning may access and complete the Certification Candidate Form prior to purchasing membership.

Once the potential candidate has self-assessed their experience through the Candidate Form and determined they meet the requirements they may register for certification through our website.

Access to the registration area of the website requires an active membership with The Institute for Performance and Learning.

Your certification candidacy will be activated within two business days.

Registered candidates will receive a welcome email. An electronic copy of the Competencies for Training and Development Professionals will be provided.

Certification Fee Guide	
\$950	CTDP Certification Senior Portfolio Authentication Path
\$475	Certification Re-Registration (for candidates who have past their one year window)

\*Please allow for applicable taxes to be added to each fee.

### Payment Options

Candidates must register online using a credit card for payment. Payment must be made in full at time of purchase.

### Confirmation of Registration

Upon payment, candidates will receive a confirmation of registration and payment.

## Certification Timeline

Candidates have one year to successfully submit their completed SPA worksheet with supporting documentation. Candidates who have not completed their certification within the one year time frame will be charged a fee to continue – see previously listed [fee details](#).

## Refunds

The Institute for Performance and Learning does not issue refunds or credits on certification enrollment or certification-related costs.

## Resources

Upon registration candidates will have access to an eCopy of the Competencies for Training and Development Professionals.

Candidates also have access to a series of eBooks and the Reference Library.

## Senior Portfolio Authentication

### Documentation in the Worksheet

Review the categories outlined in the SPA worksheet. Select two of the three categories (minimum) and ensure you fully document the applicable categories. Use the table below each category to insert relevant notes or documentation evidence.

### Preparing Portfolio Documents

While you do not need to submit proprietary materials, your examples should be very clear and follow the methodology outlined in the worksheet.

### Supporting Portfolio Documentation

Candidates must submit their resume, two references and copies of their degrees along with their detailed worksheet. Candidates may send in supporting documentation in alignment with their outlined examples.

## Senior Portfolio Submission

Candidate certification documents are submitted virtually via a Dropbox account to The Institute for Performance and Learning. The submission is sent to a certification assessor for review. Should information be missing or unclear the certification assessor connects directly with the candidate for updates; if all items are in place, and criteria has been met, certification is awarded.

### Instructions: Files are uploaded to a Dropbox account.

- Please **do not** submit your portfolio via paper files;
- Please provide the email address: [certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca) access to your files via Dropbox;
- Please organize your files within the Dropbox in this manner for ease of viewing:
  - Category 1 attachments
  - Category 2 attachments
  - Category 3 attachments
  - Resume and references
  - SPA worksheet
- Please only submit your portfolio when all documentation is complete (via Dropbox).

## Assessment Process for Virtual Senior Portfolio Authentication

### Skill Assessment

Candidate files are assessed through a rigorous process. Assessors review all documentation in alignment with the Competencies for Training and Development Professionals, and award a successful or non-successful assessment. Candidates must be able to demonstrate all Competencies within the selected work product.

### NOTICE TO CANDIDATES OF CERTIFICATION RESULTS

Candidates who successfully complete all requirements are awarded their CTDTP or CTP designations. Candidates must ensure their membership information is accurate on The Institute for Performance and Learning website; this information will be used to create the CTDTP certificate of completion, and to create an entry in The Institute for Performance and Learning website certification registry.

## Certification Maintenance

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The Certification Maintenance Program supports the ongoing educational and professional development of CTDP and CTP credential holders. There is an ongoing requirement for certified members to maintain their membership with The Institute for Performance and Learning as well as maintain certification through continuing education and professional development activities.

The purpose of certification maintenance is to:

- Enhance the ongoing professional development of Certified Members;
- Contribute to the acquisition of new knowledge;
- Reinforce the essential knowledge and skills of the profession;
- Contribute to the development of new skills and practices that lead the profession.

In order to satisfy the requirement, *Certified Members* are required to:

- Obtain 20 Continuing Education Units (CEUs) each year after certification has been earned, beginning in January of the following year (for example, if a candidate has earned their certification on May 5, 2015, the one year certification period would start on January 1, 2016)
- Submit the completed Certification Maintenance Activity Journal by December 31<sup>st</sup> each year to [certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca)

### **Special note: Activities can be counted only one time.**

There are three main areas for awarding continuing education units: one hour of structured activity is equal to one continuing education unit. There are no maximum units per category. The completed Certification Maintenance Activity Journal must be submitted annually by December 31<sup>st</sup> of each year.

The three broad Certification Maintenance categories include:

1. Continuing education to develop your base of knowledge in learning and development (i.e. conferences, seminars, webinars, self-directed learning, professional development courses);
2. Sharing your knowledge of learning and development with others (i.e. teaching/presenting at a conference, developing a new program to increase the skills of others, research and publishing);
3. Experiential learning through leadership and volunteer activities in learning and development (i.e. active participation in The Institute for Performance and Learning at the board or chapter level, mentoring, conference volunteer).

## Appendix A – Code of conduct

The Institute for Performance and Learning Member Code of Ethical Conduct provides guidelines to members to be self-managed training and development professionals so that their clients (internal and external) and employers can expect members to follow the highest possible standards of personal integrity, professional competence, confidentiality, and discretion.

As a member, I will adhere to the following:

### 1. Responsibilities to our Learners

- 1.1 I shall support and apply the principles of human rights, equity, dignity and respect, and in particular will not discriminate on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences (as defined in the appropriate jurisdictional Human Rights Code), marital status, family status, or disability.
- 1.2 I shall keep informed about the profession of training and development, including the current version of The Institute for Performance and Learning Member Code of Ethical Conduct and the profession's Common Body of Knowledge, as outlined in the Competencies for Training and Development Professionals®.
- 1.3 I shall commit to understanding my learners' needs, providing a hospitable learning environment and presenting them with accurate information that will enable them to transfer their learning on the job.
- 1.4 As far as reasonably possible, I shall accommodate my services for clients who are impaired because of disability.

### 2. Responsibilities to our Profession

- 2.1 I shall act in the best interest of the profession.
- 2.2 I shall be liable for suspension or expulsion from membership when I have behaved in a manner unbecoming to the profession.
- 2.3 I shall strive to keep current with developments in any area of the profession where I claim specific expertise.
- 2.4 When I have verifiable evidence that someone has breached The Institute for Performance and Learning Member Code of Ethical Conduct, I will report it.
- 2.5 I shall refrain from personal gain through improper use of The Institute for Performance and Learning, and its resources.
- 2.6 I shall act in accordance with the applicable legislation and laws.
- 2.7 I shall observe all laws and restrictions of copyright.
- 2.8 I shall acknowledge the authors of original material and concepts.



### 3. Responsibilities to other Members

- 3.1 I shall behave in a manner that maintains the good reputation of the profession and its ability to serve the public interest.
- 3.2 I will maintain personal and professional growth in the profession by engaging in activities that enhance credibility and value of the profession.
- 3.3 I shall be liable for discipline, suspension and/or expulsion from membership when I have behaved in a manner unbecoming to the profession. In such circumstances, I shall reply promptly to any communication from The Institute for Performance and Learning.

### 4. Responsibilities as a Certified Member

- 4.1. By successfully completing The Institute for Performance and Learning certification, I have made a strong commitment to this profession as well as to the commitments associated with certification.
- 4.2. I shall keep my membership in good standing to maintain my certification.

### 5. Responsibilities to our Clients (Internal or External)

- 5.1. I shall honour client privacy and not divulge any such information unless authorized by the client or required to do so by law.
- 5.2. I shall provide high quality service aligned with The Institute for Performance and Learning Member Code of Ethical Conduct and the profession's Common Body of Knowledge, as outlined in the *Competencies for Training and Development Professionals*®.
- 5.3. I shall offer only services I am qualified and competent to deliver. I shall recognize any limitations I have in my ability to handle a matter and take steps to ensure the client is appropriately served.
- 5.4. I shall act in the best interest of my client, providing professional services with integrity, objectivity, and independence. I shall not encourage unrealistic client expectations and I shall provide honest assessments and evaluations when requested.
- 5.5. I will not adopt any method of obtaining business that detracts from the professional image of The Institute for Performance and Learning or its members.
- 5.6. I shall, before accepting an assignment, reach a mutual understanding with the client as to the assignment objectives, scope, work plan, and, if relevant, costs.
- 5.7. I shall avoid acting simultaneously for two or more clients in potentially conflicting situations without informing all parties in advance and securing their agreement to the arrangement.
- 5.8. I shall inform a client of any interest that may impair or may be seen to impair my professional judgment.
- 5.9. I shall refrain from serving a client under terms or conditions that violate any laws within my jurisdiction.

## Appendix B – Policies and Procedures

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### **Applicant Declaration & Release**

I hereby submit this application for CTDTP or CTP certification to The Institute for Performance and Learning in accordance with, and subject to, The Institute for Performance and Learning standards, rules, policies and procedures. I agree that information provided to The Institute for Performance and Learning during the certification process, including, but not limited to registration, may be used for statistical, research or program improvement initiatives.

The Institute for Performance and Learning is committed to respecting your privacy and protecting your personal information. Collection of personal information shall not be used or disclosed for purposes other than those for which it was collected. As a membership association we use your information to provide you with services and information. We do not sell our lists and you have the right of access to any information that we have collected about you.

I agree that any information associated with, or required in, the certification process may be verified by The Institute for Performance and Learning and I understand that providing false or misinformation, not providing required information or violating the rules of certification may result in disciplinary action.

I agree to inform The Institute for Performance and Learning of circumstantial changes that may affect certification eligibility. I understand that I may be removed from the certification process if it has been determined I have engaged in inappropriate behaviour during administration of the examination or work product assessment. I agree to use the CTDTP or CTP designation status only once I have been advised of the successful completion of the certification process and continued membership.

I understand the sensitivities of privacy laws and agree to ensure the privacy and protection of all candidates. The Institute for Performance and Learning and its representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate's behalf.

I agree that I have read and understand the certification handbook and confirm I meet the eligibility requirements as outlined in the program requirements.

Candidates requiring accommodation for special needs should make the request to The Institute for Performance and Learning office immediately upon registering for their exam or skill demonstration. Medical and/or other documentation supporting the request may be required and should be further discussed.

### **Fee Structure**

I understand I will pay a registration fee of the amount specified in the program description.

I agree should I not complete my certification within one year of my registration date, I must re-apply.

I understand should I not pass my exam I will be responsible for paying a fee to re-write.

I understand an administration fee will be charged when an exam testing appointment is cancelled or re-scheduled with less than seven (7) full business days' notice.

I understand an administration fee will be charged when a skill demonstration booking is cancelled or re-scheduled with less than 30 days' notice.

I understand a re-registration fee is charged when a certification candidate wishes to continue the certification process after their one year period has passed.

I understand there is a withdrawal fee when candidates withdraw from the certification process within 30 days of registration, provided the examination has not been written nor the work product submitted.

## **Terms and conditions**

The Institute for Performance and Learning is under the umbrella of the Canadian Society for Training and Development.

I, the undersigned, recognize that CTDP or CTP certification is awarded solely by The Institute for Performance and Learning. The Institute for Performance and Learning is also solely responsible for the judgment of my qualifications and certification maintenance. The Institute for Performance and Learning may, at any time, alter or modify certification standards, requirements for certification and/or rules, policies and procedures relating to the certification process.

I agree that my name and contact information will be included in the public directory of CTDP and CTP certified members of The Institute for Performance and Learning website and hereby waive any rights or objections to such listings.

The Institute for Performance and Learning reserves all rights, title and interest in, and to, the names, trademarks, logos, copyrights, applications, and all other intellectual property related to the CTDP and CTP certification program. I agree to only use this intellectual property in accordance to The Institute for Performance and Learning policies and to cease using this intellectual property upon the expiration, suspension or termination of my certification.

I understand and agree that The Institute for Performance and Learning does not provide warranties, guarantees, nor make promises or claims regarding the CTDP or CTP certification program and I agree not to misrepresent my certification status.

I agree to read and follow The Institute for Performance and Learning's Code of Ethics and to take full responsibility for the accuracy and validity of my work product submission and that the submission is my own work. My work product submission must not violate copyright, trademark or personal rights of others and will not contain defamatory or unlawful material.

I agree that the certification examination questions and answers are the exclusive and confidential property of The Institute for Performance and Learning and are protected by Institute for Performance and Learning property rights. I agree not to copy, disclose, publish, reproduce, transmit or discuss the content of the examinations or answers in any form or by any means, verbal or written, electronic or mechanical for any purpose without prior express written permission from The Institute for Performance and Learning. I attest to completing the examination within the allotted time period, on my own accord.

## Appendix C – Frequently Asked Questions

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### **What is certification?**

Certification demonstrates your mastery across a broad range of competencies, and earns you the Certified Training and Development Professional (CTDP) or the Certified Training Practitioner (CTP) designation.

### **Is certification a course?**

Certification is not a course; it is a self-directed designation acquired through the demonstration of mastery in the Competencies for Training and Development Professionals.

### **What are the benefits to becoming certified?**

Validate your skills as a learning professional;  
Stand out as a professional in a competitive job market;  
Join a growing professional community.

### **How do I get certified?**

The Institute has two options available:  
Standard Route – completion of a knowledge test and skill demonstration  
Accelerated Route – completion of a portfolio authentication

### **What are the fees to pursue certification?**

Standard certification route - \$950 plus applicable taxes.  
Senior Portfolio Authentication (accelerated) route - \$950 plus applicable taxes.

### **How long do I have to earn my certification once I have paid my fees?**

Candidates have one year to complete the certification process.

### **What study materials are provided?**

Candidates will have access to the online version of Competencies for Training and Development Professionals, and to the Reference Library. This, along with a recommended list of reading materials referenced in [Appendix D](#).

### **Do I need to be a member of The Institute for Performance and Learning to apply for certification?**

A current membership with The Institute for Performance and Learning is a requirement of certification candidacy and certified status.

### **What are the qualifications to pursue certification?**

Qualifications vary by certification stream.

- CTDP candidates must have a minimum of four years' experience across a broad range of competencies including assessing performance needs, designing training, facilitating training, supporting transfer of learning and evaluating training;
- CTP certification candidates must have a minimum of one year of full time experience in facilitation with adult students;
- CTDP certification through a Senior Portfolio Authentication:
  - A minimum of 12 years' experience in a learning and development capacity;
  - Demonstrated mastery across a broad range of competencies including assessing performance needs, designing training, facilitating training, supporting transfer of learning and evaluating training. Please see the SPA worksheet for specific details.

## **If learning and development is only a portion of my job will I qualify for certification?**

The qualifications for certifications require recent, full time years.

To qualify for certification a CTDP candidate must have a minimum of four years of full time recent (within the past two years) Learning and Development (L&D) experience. A CTP candidate must have a minimum of one year of full time recent (within the past two years) L&D experience.

## **What is the process to become CTDP/CTP certified?**

- Ensure your membership with The Institute for Performance and Learning is current.
- Sign into our website and visit Apply Now to complete the candidate form.

The process will vary by certification stream; please refer to the handbook for further detail.

- CTDP Standard Route – pre-qualify, register, demonstrate knowledge, demonstrate skill;
- CTP Standard Route – pre-qualify, register, demonstrate knowledge, demonstrate skill;
- CTDP Senior Portfolio Authentication (Accelerated Route) – pre-qualify, register, portfolio authentication.

## **Do I have to write an exam to demonstrate knowledge via the CTDP/CTP standard route?**

Yes. The Knowledge Exam is self-proctored, meaning the examination is written from your home or office. The examination is multiple choice format and accessed online. Candidates register to write their examination through our website calendar and are provided with exam access/instructions three days prior to examination date.

## **How do I demonstrate skill via the CTDP/CTP standard route?**

The process will vary by certification stream; please refer to the handbook for further detail.

- CTDP Standard Route – may submit a work product in *Designing Training* or *Assessing Performance Needs*.
- CTP Standard Route – may submit a work product in *Facilitation* via a video submission.

### **What is certification maintenance?**

CTDP and CTP credential holders are required to earn 20 hours of continuing education in learning and development activities each year. Please refer to the Certification Maintenance area of the handbook for additional details.

## Appendix D: CTDP Certification Exam Reading List

Books		assessing performance	designing training	facilitating training	supporting transfer of learning	evaluating training
Barbazette, Jean. <i>Training Needs Assessment: Methods, Tools, and Techniques</i> . Pfeiffer, 1 <sup>st</sup> ed. 2006 (ISBN-10: 0787975257).		✓				
Broad, Mary L. <i>Beyond Transfer of Training: Engaging Systems to Improve Performance</i> . Pfeiffer; 2005. (ISBN-10: 470448180).			✓		✓	✓
Colvin Clark, Ruth, and Richard E. Mayer. <i>E-learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning</i> . Pfeiffer; 2 <sup>nd</sup> ed. 2007 (ISBN-10: 0787986836).			✓			
Kirkpatrick, Donald L. and James D. Kirkpatrick. <i>Evaluating Training Programs: The Four Levels</i> . Berrett-Koehler Publishers; 3 <sup>rd</sup> ed. 2006 (ISBN-10: 1576753484).						✓
Kirkpatrick, Donald L. <i>Transferring Learning to Behaviour</i> . Berrett-Koehler Publishers, Inc.; 1 <sup>st</sup> ed. 2005 (ISBN-10: 1576753255)					✓	
Mager 6-pack	Mager, Robert F. <i>Goal Analysis: How to Clarify Your Goals So You Can Actually Achieve Them</i> . Center for Effective Performance; 3 <sup>rd</sup> ed. 1999 (ISBN-10: 1879618044).		✓			
	Mager, Robert F. <i>How to Turn Learners On... Without Turning Them Off: Ways to Ignite Interest in Learning</i> . Center for Effective Performance; 3 <sup>rd</sup> ed. 1997 (ISBN-10: 1879618184).			✓		
	Mager, Robert F. <i>Making Instruction Work: A Step-By-Step Guide to Designing and Developing Instruction That Works</i> . Center for Effective Performance; 3 <sup>rd</sup> ed. 1997 (ISBN-10: 1879618028).		✓	✓		
	Mager, Robert F. <i>Measuring Instructional Results</i> . Center for Effective Performance; 3 <sup>rd</sup> ed. 1997 (ISBN-10: 1879618168).					✓
	Mager, Robert F. <i>Preparing Instructional Objectives: A Critical Tool in the Development of Effective Instruction</i> . Center for Effective Performance; 3 <sup>rd</sup> ed. 1999 (ISBN-10: 1879618036).			✓		
	Mager, Robert F., and Peter Pipe. <i>Analyzing Performance Problems</i> . Center for Effective Performance, 3 <sup>rd</sup> ed. 1999 (ISBN-10: 1879618176).	✓				
Morrison, Gary R., Steven M. Ross, and Jerrold E. Kemp. <i>Designing Effective Instruction</i> . Wiley; 5 <sup>th</sup> ed. 2006 (ISBN-10: 0470074264).		✓	✓	✓		✓
Pike, Robert W. <i>Creative Training Techniques Handbook: Tips, Tactics, and How-Tos for Delivering Effective Training</i> . Human Resource Development Press; 3 <sup>rd</sup> ed. 2003 (ISBN-10: 874257239).				✓		



## CTP Certification Exam Reading List

Mager, Robert F. *How to Turn Learners On... Without Turning Them Off: Ways to Ignite Interest in Learning*. Center for Effective Performance; 3<sup>rd</sup> ed. 1997 (ISBN-10: 1879618184).

Mager, Robert F. *Making Instruction Work: A Step-By-Step Guide to Designing and Developing Instruction That Works*. Center for Effective Performance; 3<sup>rd</sup> ed. 1997 (ISBN-10: 1879618028).

Morrison, Gary R., Steven M. Ross, and Jerrold E. Kemp. *Designing Effective Instruction*. Wiley; 5th ed. 2006 (ISBN-10: 0470074264).

Pike, Robert W. *Creative Training Techniques Handbook: Tips, Tactics, and How-Tos for Delivering Effective Training*. Human Resource Development Press; 3<sup>rd</sup> ed. 2003 (ISBN-10: 874257239).