



THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

CERTIFICATION
HANDBOOK



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INTRODUCTION

About the Institute for Performance and Learning

The Institute for Performance and Learning is Canada's professional association focused on performance and learning 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.

Vision: The Institute for Performance and Learning's professionals enable the success of the Canadian workforce.

Competencies for Performance and Learning Professionals

The Competencies for Performance and Learning Professionals[®] 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.

The Institute for Performance and Learning Ethical 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.

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 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.

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 CTD or 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 and 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.

Certification 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.

Knowledge Exam and Work Product

The Institute for Performance and Learning holds the proprietary rights and copyright for the CTD and CTP exams, work product and Senior Portfolio Authentication (SPA). Reproduction of any or part of the examination is prohibited by law.

Certification Timeline for Completion

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 with the opportunity to extend their candidacy for a further six months.

Certification Program Policies and Procedures

Candidates are required to abide by the Code of Conduct ([As referenced Appendix A](#)). Candidates are required to read and agree to the certification program policies and procedures upon registration ([As referenced Appendix B](#)). Candidate may also find a set of questions and answers that will assist them on their certification journey ([As referenced Appendix C](#)).

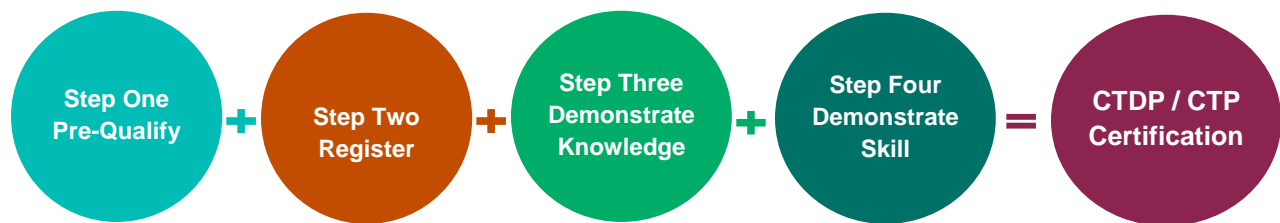
Certification Offerings

The Institute for Performance and Learning offers two designations:

- Certified Training and Development Professional (CTDP)
- Certified Training Practitioner (CTP)

CTDP and CTP CREDENTIALING PROCESS

CTDP and CTP Standard Path



OR

CTDP and CTP Senior Portfolio Authentication (SPA) Path



Certified Training and Development Professional Standard Path

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

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing Learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

Proficiency is demonstrated by successfully passing the CTDP knowledge exam and completing a skill demonstration work product submission.

Certified Training Practitioner™ (CTP) certification is the professional designation for those with a focus in the key competency areas of Facilitating learning and Partnering with Clients.

Proficiency is demonstrated by successfully passing the CTP knowledge exam and completing a skill demonstration work product submission

Certified Training and Development Professional Senior Portfolio Authentication (SPA) Path

Senior Portfolio Authentication (SPA) (SPA) is an accelerated advanced standing pathway to the CTDP certification through the submission of a CTDP portfolio. It is achieved via a portfolio authentication route rather than by the standard path of a knowledge exam and work product submission and allows experienced performance and learning professionals to demonstrate their experience, knowledge and skill mastery across a broad range of competencies including:

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

Step 1 – Pre-Qualify for Certification

CTDP Standard Path

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

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

CTP Standard Path

Potential candidates interested in pursuing **CTP** certification through the Standard Path must have a minimum of one years of full time experience validating experience across the Competencies.

- Facilitating learning
- Partnering with clients

CTDP Senior Portfolio Authentication (SPA) Path

Potential candidates interested in pursuing **CTDP** certification through the Senior Portfolio Authentication (SPA) path must have a minimum of twelve (12) years of full time experience validating experience across the broad range of Competencies.

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

CTP Senior Portfolio Authentication (SPA) Path

Potential candidates interested in pursuing **CTP** certification through the Senior Portfolio Authentication (SPA) path must have a minimum of eight (8) years of full time experience validating experience across the Competencies of:

- Facilitating learning
- Partnering with clients

Candidates may self assess in a number of ways:

- Download and complete the competency self-assessment tool that directly aligns to the Competency framework.
- Review The Competencies for Performance and Learning Professionals[®] with specific focus on the key assessment criteria within each competency.
- Review the CTDP and CTP practice exams.
- Complete the candidate assessment form and submit this to the Institute along with a recent resume for review.
- Secure two recent references that will speak to your work and accompany your work product submission.

Step 2 – Register and Pay for the CTDP or CTP

Register Online

Candidates may register online by selecting their certification pathway. Candidates must have or purchase a membership with the Institute for Performance and Learning when registering for certification and must maintain that membership throughout their candidacy and in support of continued certified status.

Once registration is confirmed candidates will receive a welcome email along with the online access to download The Competencies for Performance and Learning Professionals[®] and the Institute's Ethical Code of Conduct.

Certification Fee Guidelines

\$950	CTDP and CTP Standard Path and Senior Portfolio Authentication (SPA) Path via eSPA Experience or SPA Workshop Experience
\$100	Exam Re-Write Fee
\$325	Skill Demo Re-Submission
\$100	Exam Re-Schedule
\$200	Skill Demo Re-Schedule
\$475	Certification Re-Registration

* Applicable taxes will be added to all fees.

Certification Fee Guidelines

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

Step 3 – CTDP and CTP Knowledge Exam Standard Path

As part of the certification process and prior to moving on to complete the skill demonstration, candidates must prepare for and successfully complete their CTDP or CTP exam.

Built in direct alignment to The Competencies for Performance and Learning Professionals[®] and grounded within the Institute's Ethical Code of Conduct, candidates will complete either their CTDP or CTP knowledge exam.

Exam Preparation Resources

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

- Electronic access to The Competencies for Performance and Learning Professionals[®] or candidates may purchase a hard copy of the document.
- Electronic access to the Institute's Ethical Code of Conduct.
- There are no prescribed self-study sites; rather candidates will select the best methods to prepare for their exam based on their preferred learning style.
- Candidates will require in-depth comprehension and application of the Competencies in preparation for challenging their CTDP or CTP exam.

CTDP Exam

- Consists of 100 multiple choice questions across the broad set of seven Competencies and the Institute's Ethical Code of Conduct. They are extracted from a pool of 200 multiple choice questions.
- Reference the CTDP practice exam downloadable from the Institute's website for guidance on the type of questions that will be included along with their responses and reference area within the Competencies.
- The exam is self-proctored and completed within a four-hour window.
- Upon completion of the CTDP 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.
- If unsuccessful on the first exam attempt, candidates have the opportunity to take the exam again at an additional cost based on the Institute's fee structure.
- Examinations must be scheduled through certification@performanceandlearning.ca or via the exam window link provided within the certification area on the Institute's website.
- Candidates will receive an email confirmation of their exam registration within three business days of registration.
- Exam access and login information will be sent by email to candidates 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 re-scheduling fee.

CTP Exam

- Consists of 30 multiple choice questions across the Facilitating Learning and Partnering with Clients competencies along with the Institute's Ethical Code of Conduct. They are extracted from a pool of 50 multiple choice questions.
- Reference the CTP practice exam downloadable from the Institute's website for guidance on the type of questions that will be included along with their responses and reference area within the Competencies.
- The exam is self-proctored and completed within a one-and-a-half-hour window.
- Upon completion of the CTP 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.
- If unsuccessful on the first exam attempt, candidates have the opportunity to take the exam again at an additional cost based on the Institute's fee structure.
- Examinations must be scheduled through certification@performanceandlearning.ca or via the exam window link provided within the certification area on the Institute's website.
- Candidates will receive an email confirmation of their exam registration within three business days of registration.
- Exam access and login information will be sent by email to candidates 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 re-scheduling fee.

Step 3 – Senior Portfolio Authentication (SPA) Path Prepare

Once candidates are registered in the SPA virtual experience or the SPA workshop experience the process has similar preparation components.

- **SPA Workshop Experience** - Candidates complete the Senior Portfolio Authentication (SPA) worksheet by first setting up an interview with the facilitator to review the process and documentation requirements. In preparation for attending the workshop candidates compile their portfolio documentation to a minimum of 80% complete. The certification documentation process is completed during the workshop.
- **SPA Virtual Experience** - Candidates complete the Senior Portfolio Authentication (SPA) worksheet by first setting up an interview with their designated coach to review the process and documentation requirements. Candidates agree on designated timelines for working with their coach to complete the certification requirements.

Step 4 – CTDP or CTP Skill Demonstration Standard Path

Skill Demonstration Preparation Resources

Once candidates successfully complete their exam, they register within the monthly work product window with certification@performanceandlearning.ca or via the Institute's website. Candidates must register a minimum of 60 business days ahead of their planned work product submission to reserve their spot.

- Upon receipt candidates will receive a confirmation of registration.
- Scheduled skill demonstrations that are cancelled with less than 30 business days' notice will be subject to a re-scheduling fee.
- Candidates will download the applicable worksheet for their skill demonstration from the Institute's website in the certification area.

CTDP Work Product Options

Candidates demonstrate their competence within The Competencies for Performance and Learning Professionals[®]. Candidates will select from the following skill demonstration work product options:

- Assessing Performance Needs.
- Designing Learning Experiences.
- Facilitating Learning via the Live Skill Demo or Video Submission.

Please refer to The Competencies for Performance and Learning Professionals[®] and review the specific assessment criteria that must be demonstrated within your work product submission.

CTP Work Product Options

Candidates demonstrate their competence within The Competencies for Performance and Learning Professionals[®]. Candidates will select from the following skill demonstration work product options:

- Facilitating Learning via the Live Skill Demo or Video Submission.

Please refer to The Competencies for Performance and Learning Professionals[®] and review the specific assessment criteria that must be demonstrated within your work product submission.

CTDP and CTP Work Product Submission Standard Path

- All work product submissions must be uploaded to a personal Dropbox account with a link providing access to your file to certification@performanceandlearning.ca.
- The candidates resume and two references must accompany the submission.
- The candidate must sign with their written signature or digital signature to confirm their original work and permission (if required) to submit this work.
- Ensure all files are clearly labelled and organized in alignment to the competencies within the work product submitted.
- Work product submissions cannot be received via email or by paper submissions.

Step 4 – CTDP or CTP Senior Portfolio Authentication (SPA) Documentation Requirements

Candidates must fully complete their Senior Portfolio Authentication (SPA) worksheet showcasing their knowledge and experience across the broad range of The Competencies for Performance and Learning Professionals[®] including:

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

CTDP and CTP Senior Portfolio Authentication (SPA) Submissions:

- All Senior Portfolio Authentication (SPA) submissions must be uploaded to a personal Dropbox account with a link providing access to your file to certification@performanceandlearning.ca.
- The candidates resume and two references must accompany the submission.

- The candidate must sign with their written signature or digital signature to confirm their original work and permission (if required) to submit this work.
- Ensure all files are clearly labelled and organized in alignment to the competencies within the work product submitted.
- Work product submissions cannot be received via email or by paper submissions.

Work Product Assessment Process

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

The Institute commits to undertake the work product assessment process within ten business days of receipt of the required documentation and from the date of the submission window. A candidate report will be prepared by the assessor and shared with the candidate along with their 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 or 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 OR 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 reference the Institute's fee schedule and re-submission windows of opportunity.

Appeals Process

Candidates may challenge the results of their exam or work product assessment outcome by submitting a written report of their findings to certification@performanceandlearning.ca.

The candidate's report should include the following elements: the reason for the appeal from the candidate's perspective (e.g. the assessor has misinterpreted the evidence provides) and provide the rationale why you believe the appeal should be granted.

The report should be submitted to certification@performanceandlearning.ca and the appeals committee who will undertake an investigation and respond within ten business days.

Expiry of the Candidates One Year Timeline

The candidate certification journey is one year. Should the candidate require additional time to complete their certification process, they may apply to the Institute in consideration of an extension of time. Please see the Institute's fee schedule.

CERTIFICATION MAINTENANCE

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 60 Continuing Education Credits within a three-year period after certification is awarded.
- Certified members are required to keep an ongoing journal of activities in support of acquiring the 60 CEUs every three years.
- There are three broad certification maintenance categories including:
 - Continuing Education to Develop Learning and Development Skills and Knowledge.
 - Sharing Learning and Development Skills and Knowledge with Others.
 - Skills and Knowledge Developed through Specific Experiences (Experiential Learning).

APPENDICES

Appendix A – Code of Conduct

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

As a member of The Institute for Performance and Learning, 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 learning and development, including the current version of The Institute for Performance and Learning's Member Code of Ethical Conduct and the profession's common body of knowledge, as outlined in The Competencies for Performance and Learning 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's 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's certification, I have made a strong commitment to this profession as well as 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's Member Code of Ethical Conduct and the profession's common body of knowledge, as outlined in the Competencies for Learning 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 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

Applicant Declaration & Release

- I hereby submit this application for CTDP 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 CTDP 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

What is the CTDP certification?

The Certified Training and Development Professional (CTDP) is the credential for performance and learning practitioners offered by the Institute for Performance and Learning. It is a broad-based certification and addresses seven areas of expertise as defined by the Institute's Competency Model.

What is the CTP certification?

The Certified Training Practitioner (CTP) is the credential for performance and learning practitioners offered by the Institute for Performance and Learning. It is a broad-based certification and addresses seven areas of expertise as defined by the Institute's Competency Model.

What is the CTDP SPA (Senior Portfolio Authentication (SPA))?

Candidates with 12 or more years of experience full time in performance and learning roles and who qualify via the submission of their resume and pre-assessment qualification form may prepare for the designation via a Senior Portfolio Authentication (SPA) path. Candidates may pursue the completion of their portfolio via an eSPA Coach (virtual) or via a SPA Workshop.

What is the difference between the CTDP eSPA and the CTDP SPA workshop?

The Institute offers two different ways to complete the Senior Portfolio Authentication (SPA) (SPA) documentation:

- The eSPA option is facilitated via a virtual coaching model where a candidate works with an assigned coach and assessor to complete the required Senior Portfolio Authentication (SPA) documentation. Facilitated over a period of 60 days this virtual coaching model is intended to provide a highly focused and disciplined approach to achieving the CTDP designation in a time bound manner.
- The SPA workshop option is facilitated via a pre-work model of documentation within the Senior Portfolio Authentication (SPA) worksheet and usually takes place within a 90-day time frame from registration. Candidates are required to participate in an initial conversation with the workshop facilitator and prepare their worksheets to at least 80% completion. When attending the workshop, candidates participate in completing their portfolio documentation; load all files to a USB key and submit their complete documentation at the end of the workshop.

How much time will I need to invest to achieve my designation?

Study times vary by individual and by the designation you select. Since the exam questions are built in direct alignment to The Competencies for Performance and Learning Professionals® you will need to ensure you have a full and comprehensive understanding of the seven (7) competencies when challenging the CTDP exam. CTP candidates will need to have a full and comprehensive understanding of the Facilitating Learning and Partnering with Clients

competencies. In addition, all candidates will need to have a thorough understanding of the applicable definitions and the Institute's Ethical Code of Conduct.

What are the requirements for the CTDP and CTP designations?

For the CTDP designation, candidates must have a minimum of four years full-time within performance and learning role and have a clear understanding of the seven Competencies for Performance and Learning professionals.

For the CTP designation, candidates must have a minimum of one year full-time within a performance and learning role and have a clear understanding of the Facilitating Learning Competency.

What do I have to do to achieve the designation I select (CTDP or CTP)?

To become a CTDP, candidates must have at least four (4) years full time of industry related experience; pass a knowledge exam consisting of 100 multiple-choice questions and complete and successfully pass a work product skill demonstration in one of the following areas: Assessing Performance Needs; Designing Learning Experiences or Facilitating Learning.

To become a CTP, candidates must have at least one (1) year full time of industry related experience; pass a knowledge exam consisting of 30 multiple-choice questions and complete and successfully pass a work product skill demonstration in Facilitating Learning.

Where do I get a copy of the Competencies and Ethical Code of Conduct?

Once registered as a member of the Institute for Performance and Learning you may download a complimentary copy of The Competencies for Performance and Learning Professionals[®] along with access to the Institute for Performance and Learning Ethical Code of Conduct. You may also purchase a hard copy of the Competencies by writing to:

hello@performanceandlearning.ca.

Is there a pre-requisite study/preparation requirement?

There is no pre-requisite study/preparation requirement for the CTDP or CTP program; however, most candidates will find they need to thoroughly study and have full comprehension of the Competencies in order to successfully pass the exam. Depending on your learning style and preference, there are a variety of study options you may wish to consider:

- Make notes as you review the competencies.
- Document any questions you may have and search for additional scope of understanding in additional readings.
- Connect with a senior learning colleague for ongoing dialogue.
- Review the CTDP or CTP practice exams and associated correct responses.
- Find additional resources on the internet that broaden your scope of understanding and applying the competency framework.

What is the exam pass mark?

The exam pass mark is 70%.

What are the CTDP and CTP exam testing dates?

There are monthly exam windows; please write to certification@performanceandlearning.ca or visit the Institute for Performance and Learning website in the certification area.

What are the CTDP and CTP skill demonstration work product submission dates?

There are monthly skill demonstration work product windows; please write to certification@performanceandlearning.ca or visit the Institute for Performance and Learning website in the certification area.

Where do I find the requirements for completing my skill demonstration?

You must first complete and pass the knowledge exam. You will need to select a skill demonstration work product. The choices are: Assessing Performance Needs, Designing Learning Experiences or Facilitating Learning. Please visit the Institute for Performance and Learning website in the certification area and download the Certification Handbook for additional information. Within the certification area you will also have access to the three skill demonstration candidate worksheets that will assist you with the scope of the work effort required.

How much does the CTDP and CTP cost?

All certification options cost is \$950 CAD plus applicable taxes for current Institute Members and \$1,275 CAD plus applicable taxes for non-members. The CTDP OR CTP registration fee includes testing seats for the exam during the designated windows, work product submission, candidate assessment report and CTDP OR CTP Certificate once the credential is achieved.

Do I have to re-certify or complete ongoing professional development activities to maintain my certification?

Individuals must maintain their certification by earning recertification points (certification maintenance) every three years. Please visit the Institute for Performance and Learning website in the certification area for more information on the recertification process.

Do I have to maintain membership with The Institute for Performance and Learning to retain my designation?

Yes, this is a mandatory requirement. Only current members of the Institute for Performance and Learning may use the CTDP OR CTP credential after their name.

How many CTDP and CTP credential holders are there in the program to date?

As of August, 2017 more, then 1000 CTDP OR CTP credentials have been awarded.

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How do I apply?

You can apply for the CTDP or CTP program online at www.performanceandlearning.ca.

Who can I contact with specific questions?

You can email certification@performanceandlearning.ca or telephone: 416-367-5900.

Do you have more questions?

You can email certification@performanceandlearning.ca or telephone: 416-367-5900.