

14PL CERTIFICATION GUIDE

Why Get Certified?

Are you ready to take the next step in your career?

The Certification Process provides candidates with skills and credentials that employers are looking and asking for. Becoming certified is a way for your skills and expertise to be recognized and acknowledged.

There are two different certification streams:

Certified Training and Development Professional (CTDP)[™] and **Certified Training Practitioner[™] (CTP)**. The **CTDP** and **CTP** are the only designations in Canada for Workplace Performance and Learning.

What is the difference between CTDP and CTP?

CTDP 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

CTP is the professional designation for those with a focus in the key competency areas of:

- Facilitating learning
- Partnering with Clients

Certification vs. Certificate

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.



What else should I know?

Q: How much does it cost?

A: \$950

Q: How long does it take to become certified?

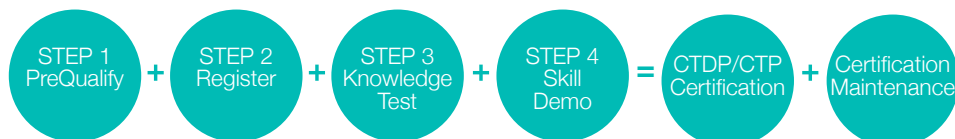
A: 3 months to 1 year

Q: What happens if I don't finish in a year?

A: You can extend your candidacy for 6 months by re-registering for \$475.

Q: What happens if I don't pass an exam or skill demo?

A: You have the chance to retake or resubmit your skill demo!



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I4PL CERTIFICATION STEPS

STEP 1 PRE QUALIFY

CTDP

4 years full-time experience as a learning professional

CTP

1 year full-time (or equivalent) experience teaching adults in the classroom or online

- Submit Candidate form and resume to certification@performanceandlearning.ca
- Self Assessment form is a tool to guide candidates

STEP 2 REGISTER

- Sign up online
- Candidates must be active I4PL Members

STEP 3 KNOWLEDGE EXAM

CTDP

- Content of all 7 core competency areas
- 100 multiple-choice questions
- 5 hours to complete
- Passing Grade: 70%

CTP

- Content of facilitating learning and partnering with clients competency area
- 30 multiple-choice questions
- 2 hours to complete
- Passing Grade: 70%

- Sign up online
- Prepare for exam by studying the Competencies and Code of Ethics (available online for members)

STEP 4 SKILL DEMO

CTDP

A work product submission in **ONE** of the following:

- Assessing Performance Needs
- Designing Learning
- Facilitating Learning
 - Live Skill Demonstration OR
 - Video Submission
- Sign up online (events page)
- Submissions to include two references
- Work product worksheets are available online

CTP

Skill demonstration in:

- Facilitating Learning
 - Live Skill Demonstration OR
 - Video Submission

Certification Maintenance

- Maintain your membership with **The Institute for Performance and Learning**
- Track your professional development activities.
Examples include courses, workshops, webinars, chapter involvement, and volunteering with the Institute.

For further questions please email
certification@performanceandlearning.ca
or call **416-367-5900 X 237**



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