



I4PL Certification Maintenance Fact Sheet

The Certification Maintenance Program supports the ongoing educational and professional development of CTD and CTP credential holders. There is an ongoing requirement for certified members to maintain their certification through continuing education and other 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

How to maintain your CTD or CTP Professional Designation:

1. Remain a member of the Institute for Performance and Learning by annually paying your association membership dues.
2. Complete your professional development log and submit it by your certification expiry date. 60 professional development credit hours (PDCs)* are required per 3-year period. This log must be submitted electronically by sending a copy to certification@performanceandlearning.ca
3. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Certification Committee.

When does my certification expire?

After three years of being certified, your certification expires at the same date as your membership expiry date.

Where can I find the professional development log?

On the I4PL Website's certification page under certification and maintenance, you can download the excel worksheet: <http://performanceandlearning.ca/get-certified-2/>

Extensions

Extensions to the three-year timeframe may apply if the applicant has had parental, disability, military or other extenuating circumstances during the certification maintenance period. To be considered, please email certification@performanceandlearning.ca

Auditing

To ensure the integrity and standard of professionalism reflected in the granting of the CTD and CTP designations, I4PL audits 3% of PDC submissions. Selection of PDC applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission. Do not submit your supporting documentation unless requested to do so.

Professional Development Categories

Category 1: Continuing education to develop your base of knowledge in learning and development (a maximum of 60 credit hours per three-year period). Development activities include participating in or attending: conferences, seminars, webinars, self-directed learning, and professional development courses.

Category 2: Sharing your knowledge of learning and development with others (a maximum of 40 credit hours per three-year period). Development activities include: teaching/presenting at a conference, developing a new program to increase the skills of others, or research and publishing.

Category 3: Experiential learning through leadership and volunteer activities in learning and development (a maximum 40 credit hours per three year period). Development activities include: active participation in The Institute for Performance and Learning at the board or chapter level, mentoring, and/or a conference volunteer.

***Note: One hour counts as one credit hour**