

# Appendix A: Program Agreements, Policies, and Fees

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## Participant Agreements

Along with the ATD CI Code of Ethics agreement (see the Program Overview document, Part 1), individuals who wish to participate in the CPLP certification program must also sign the following agreements. Agreements are presented to individuals during the online application process.

### Applicant Declaration & Release

I hereby submit this application to the ATD Certification Institute (or the “ATD CI”) to be a Certified Professional in Learning and Performance (CPLP) in accordance with and subject to the ATD CI's standards, rules, policies and procedures. I understand that the ATD CI and/or ATD may use the information gathered in the certification process for statistical purposes for the evaluation of the certification program, or for other research or study. I further understand that the ATD CI will use reasonable efforts to keep the information in its possession confidential.

I understand that the ATD CI reserves the right to verify any or all of the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules of certification, may result in appropriate disciplinary action. I further understand that I must immediately inform the ATD CI of any changed circumstances that may affect this application and the information that has been provided, or that may affect my continuing certification eligibility.

I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if the ATD CI determines through either proctor observation or statistical analysis that I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examination or in the completion of the work product assessment. I agree that I will not list my passing status on any professional stationary or business cards, nor will I use it in any advertising until I have passed both exams (the knowledge exam and the work product assessment) of the ATD CI CPLP program.

I, the undersigned, recognize that the ATD CI is the sole and only judge of my qualification to receive and maintain certification. I further recognize that the ATD CI reserves the right to modify or alter at any time the certification standards, the requirements for certification and/or recertification, and any rules, policies, or procedures in connection therewith.

I authorize the ATD CI to include my name and contact information in any publicly available lists or directories in which the names of Certified Learning and Performance Professionals (CPLPs) are published, and hereby waive any rights of objections to such listings.

I understand and agree that the ATD CI owns all right, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other material related to ATD CI and ATD CI's CPLP program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by the ATD CI and agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification.

I understand and agree that neither the ATD CI nor ATD makes any claims, warranties, guarantees, or promises regarding the content or performance of any Certified Professional in Learning and Performance (CPLP); and I agree not to misrepresent my certification status and its meaning.

I, the undersigned, do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of my application and all materials and information submitted to the ATD CI. I, the undersigned, further represent and warrant any work product submitted to the ATD CI is my own original work; that I am the sole owner of the work product; that the work product does not violate any copyright, trademark, proprietary or personal rights of others; and that the work product is factually accurate and contains no matter defamatory or otherwise unlawful.

In consideration of my application to and participation in the ATD CI's CPLP program, I, the undersigned, do hereby release, discharge, and hold harmless individually and collectively the ATD CI, ATD, and their officers, directors, employees, committee and commission members, members, subsidiaries, agents, successors, and assigns, from any and all liability that may arise, directly or indirectly now or in the future, by reason of or in connection with any decision, action or omission relating to this application, the failure of the ATD CI to grant certification or recertification to me, the revocation of my certification, or the ATD CI's certification standards. This release and wavier of liability shall be binding on my heirs, executors, administrators, successors, and assigns.

I also understand and agree that in considering this application, the ATD CI may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials, as the ATD CI deems appropriate. Without limiting the generality of the foregoing, I hereby authorize the ATD CI to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted by the ATD CI to respond to such inquiries and provide copies of any relevant and non-confidential information to the ATD CI. I further authorize the ATD CI to provide a copy of this statement to those entities contacted by the ATD CI in connection with this application.

### **Intent to Participate**

I intend to participate in the ATD CI's CPLP program and I agree to the following:

- My data can be released for research purposes and published as part of the program analysis.
- I will follow ATD CI's Code of Ethics and Intellectual Property policy as may be amended from time to time by ATD CI.
- I will provide a professional demographic profile to be used for research purposes and collected at the time of examination.
- I will pay a nonrefundable fee in the amount specified in the program materials.
- I meet the eligibility requirements. I have at least five years relevant combined higher education/work experience in the field (one year relevant higher education may be substituted for one year relevant professional work experience).
- I give my permission for ATD CI to release my name publicly if I obtain the CPLP credential.
- I have read and understand all the CPLP program materials and the CPLP requirements in the CPLP Certification Handbook (formerly the CPLP Candidate Bulletin), including but not limited to the refund, transfer, deadlines, and appeals policies.

In return, all participating professionals will be provided:

- a seat and score report for the CPLP knowledge exam
- a score report for the CPLP work product, provided a passing score is received on the knowledge exam.

I agree to the following:

- The administration fee is nonrefundable unless the ATD CI does not fulfill the aforementioned terms. All candidates are expected to participate in all aspects of the program for which they are eligible.

- To ensure the privacy and protection of all candidates, the ATD CI and ATD representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate's behalf.

## Testing Policies

Policy	Terms
<b>Eligibility Criteria<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Individuals must have at least five years of Talent Development related work experience when applying. One year of related Talent Development college or university study may be substituted for one year of related experience.</li> </ul>
<b>Expiration Dates</b>	<ul style="list-style-type: none"> <li>• Candidates have one year from the date of registration to pass the knowledge exam.</li> <li>• Candidates have two years from the date they pass the knowledge exam to pass the work product.</li> <li>• If scores expire, candidates must reapply and remit the full registration fee.</li> </ul>
<b>Retesting</b>	<ul style="list-style-type: none"> <li>• Candidates may retest. A retest fee is required.</li> <li>• Candidates cannot retest for the knowledge exam in the same testing window.</li> <li>• Candidates may not resubmit the same work product; they must submit a brand new work product.</li> </ul>

<sup>1</sup> The CPLP Credential is for experienced TD professionals who have fulltime experience in the field. Employment positions in other fields, that involve minimal or limited TD responsibility, do not meet the fulltime experience qualification. Therefore, these positions cannot be counted towards the five-year work experience requirement.

## Program Fees<sup>2</sup>

Type	Amount	Details
<b>Registration Fee</b>	\$799.00 USD <i>ATD Member</i>  \$999.00 USD <i>Nonmember</i>	Fees includes: <ul style="list-style-type: none"> <li>• Knowledge exam seat/test scores</li> <li>• Work product assessment/test scores, if applicable</li> <li>• Certificate/pin, if applicable</li> </ul> <b>Registration Fees are nontransferable.</b>
<b>Administration Fee</b>	\$100.00 USD	An administration fee is charged when a testing appointment is cancelled or rescheduled with less than three (3) full business days' notice. <b>Administrative fees are nonrefundable and nontransferable.</b>
<b>Transfer Fee</b>	\$300.00 USD	A transfer fee is charged to switch to a different testing window. <b>Transfer fees are nonrefundable and nontransferable.</b>
<b>Retest Fee</b>	\$300.00 USD	A retest fee is charged to retake an exam after failing that exam. <b>Retest fees are nonrefundable and nontransferable.</b>
<b>Withdrawal Fee</b>	\$100.00 USD	Candidates must notify ATD CI of their intention to withdraw by the last day of their initial registration window. Candidates will be required to remit the \$100.00 withdrawal fee by the registration deadline, and then the full registration fee will be refunded. Requests after the registration deadline will not be accepted.
<b>Special Accommodation</b>	No fee	No additional fees will be charged as long as the CPLP Certification Handbook policies and procedures are followed.
<b>Recertification Application Fee</b>	\$150.00 USD	A recertification application fee is charged when a CPLP certification holder applies for recertification. A completed recertification application must accompany the payment.

<sup>2</sup> All fees are subject to change.