

CPLP Recertification FAQ

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Why do I need to recertify?

Recertification verifies that individuals who hold the credential are keeping their knowledge of the field up to date.

What is the intent of recertification?

The intent is to encourage CPLPs to continue to learn and develop. Individuals may choose from an array of recertification options that best suit their individual development needs.

When do I need to recertify?

CPLPs must recertify at the conclusion of each three year recertification period in order to maintain their designation. The recertification cycle begins the first day of the month after candidates receive their passing score report.

Where can I find the recertification application and official policies?

Related documents can be found at www.astd.org/content/ASTDcertification/CPLP+Recertification.htm. Policies also are explained in the recertification application.

How do I earn recertification points?

Each CPLP credential holder must obtain a minimum of 60 recertification points in each three year cycle to maintain the credential. ASTD CI recommends that designees earn and submit more than 60 to have a buffer of eligible activities.

Category	Maximum Points per Recertification Cycle	How Points Are Calculated	Examples of Documentation to Retain in Case of Audit
Continuing Education	30	One point is awarded for each physical hour of continuing education	Detailed course agenda; program booklet; certificate of completion; graded assignments
Speaking and Instructing	20	CPLP recertification points are awarded per hour. Points can also be earned for development work.	Presentation program; presentation handouts; promotional announcements
On-the-Job Experience	20	CPLP recertification points are awarded per hour.	Copy of the final product, documentation showing process
Research and Publishing	20	CPLP recertification points are awarded per published work.	Copy of book or article
Leadership and Recognition	15	Point values are preset for different roles.*	Copy of award; screenshot of chapter website showing role; board/committee roster
Professional Membership	15	Point values are preset for different roles.*	Copy of membership card

**Visit the CPLP Recertification Guidelines at <http://www.astd.org/content/ASTDcertification/CPLP+Recertification.htm> for full information including a chart showing points values for each role.*

How will I be notified that it's time to recertify?

Reminder emails will be sent to ensure everyone is aware of the deadlines, policies, and procedures for recertification.

How are submissions reviewed?

Each submission will be reviewed to ensure that complete and accurate information is provided for each activity, that each activity was completed during the three year cycle, and that specified maximums per category are not exceeded.

How can I be sure that my submission will be accepted?

ASTD CI does not pre-approve classes or activities for recertification points at this time. Candidates are encouraged to accrue and submit more than 60 points during each recertification cycle (as a buffer) and to submit activities that are related to the ASTD Competency Model (areas of expertise).

How do I submit my application?

ASTD CI will begin accepting applications in 2009. Further instructions regarding the submission process will be announced in the upcoming months.

Who do I contact if I have questions?

Please contact Amanda Riordan Caceres at recertification@astd.org or (703) 683-7251.