



THE INSTITUTE
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AND LEARNING

I4PL CERTIFICATION

CTDP Senior Portfolio Path

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Intro to Toolkit

- This toolkit is designed to assist candidates to prepare and succeed in their certification assessment
- The content includes tips, tools and recommendations provided by certified members who have recently gone through the process
- Please note, the certification process is an individual endeavour and therefore you should still study, plan and prepare for the assessments based on your own terms, preferences and discretion

Senior Certification Path

12+ years of experience

- Step 1: Qualify
- Step 2: Register
- Step 3: Portfolio Submission



Understand the Submission Requirements & Plan Timelines

- Read through the toolkits, and sample documents provided in order to understand the requirements of the submission. Do this early – don't wait as you may find you don't have enough time to complete. **(Lianne Leduc)**
- Connect with the certification coordinator to answer any questions or if clarification is required. **(Lianne Leduc)**
- Planning is a key aspect to ensure you meet the required timelines. Give yourself enough lead time to accommodate follow-up on references and any technical issues that may impact your submission. **(Lianne Leduc)**
- Once I made the commitment to pursue the CTDP, I sent in the application and allowed myself 6 months from the time I was approved to when I submitted my Portfolio. **(Amanda Mackenzie)**

Reach Out to Your Network

- Use your networks effectively and reach out to colleagues or others that have previously been certified and ask for tips/advice that they may have on how they successfully approached the certification submission process. **(Lianne Leduc)**
- Involve your mentor(s), references, team members for a fresh set of eyes. I found that I review and looked at my documentation so many times I lost direction on what I wanted to highlight. **(Amanda Mackenzie)**

Choosing References

- When selecting and soliciting references I recommend that you first identify the portfolio's demonstrated while working with/for that particular reference. This requires that you identify what portfolio's you are going to highlight in the worksheet in advance of soliciting the reference. **(Lianne Leduc)**
- When asking for a reference complete as much of the reference document for them (top portion) and provide them with a high level overview of what you are going to include in your worksheet and why they are being selected as a reference. This will make it easy (and timely) for them to complete and comment with an appropriate tieback to your worksheet submission vs just general feedback. **(Lianne Leduc)**

Using the Competencies

- Before you can demonstrate your experience, knowledge and skill mastery across a broad range of competencies required for CTDP certification you must first define what the competencies are as it relates to your experiences. **(Lianne Leduc)**
- I created folders for each of the Competencies. I found this helpful to keep the documentation organized as I began to pull together my Portfolio. **(Amanda Mackenzie)**
- I put 2-3 examples for each of the 7 Competencies in each folder and then reviewed against the requirements to select the strongest contender. **(Amanda Mackenzie)**
- EDIT! I scrubbed all of my documentation to ensure it was clear and concise and did not have information that wasn't required. **(Amanda Mackenzie)**

Working Your Way Through the Worksheet

This content was provided by Lianne Leduc:

- Choose portfolio's that demonstrate & relate to your experiences how you have defined the competencies.
- Select portfolio's that are meaningful to your selected references and that they can support you from observation or direct involvement in working with you on them.
- Take a really good look at your projects, compare them to both the competencies and the supporting competencies to identify best-fit.
- Choose 1 portfolio to highlight for each category/accomplishment selected.
- Provide a high level summary on the submission worksheet of each portfolio selected and highlight how it relates and supports the category/accomplishment selected.
- If possible, complete one category at a time before moving to the next. I found this less confusing. **(Amanda Mackenzie)**

Organizing your Portfolio Documents

This content was provided by Lianne Leduc:

- For each portfolio highlighted attach 1 PDF that clearly supports the demonstrated experience, competency/accomplishment. Be sure not to duplicate info highlighted in the worksheet overview (i.e. should be in-addition and relevant).
- When submitting your References, Worksheet and Supporting Materials PDF's make it Simple, Fast, & Easy for the reviewer to reference by highlighting on the Worksheet what attachment relates to what accomplishment & label the attachments appropriately. For example the format I used to save and submit documents was as follows:
 - <Last Name>_CTDP_Submission_Supporting Doc 1, 2, ,3, etc;
 - <Last Name>_CTDP_Submission_References;
 - <Last Name>_CTDP_Submission_Worksheet;
 - <Last Name>_CTDP_Submission_Degree/Diploma



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