

# 14PL CERTIFICATION PORTFOLIO PATH

Are you a learning professional who has more than twelve years of experience in workplace performance and learning? Becoming certified is a way for your experience, skills and expertise to be recognized and acknowledged.

The Certified Training and Development Professional (CTDP)<sup>™</sup> is the only professional designation in Canada for Workplace Performance and Learning. With the Portfolio Authentication Path you are not required to take the exam. Instead you have to prepare and submit a portfolio of your work showcasing your expertise in at least four competencies.

It allows experienced performance and learning professionals to demonstrate their experience, knowledge and skill mastery across 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



## 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 maximum**

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.**



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# I4PL CERTIFICATION STEPS

## STEP 1 PREQUALIFY

- Minimum of twelve years of fulltime experience, validating knowledge across the competencies.
  - Submit resume and reference letters to [certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca)
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## STEP 2 REGISTER

- Sign up for certification online
  - Candidates must be active I4PL Members
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## STEP 3 PORTFOLIO SUBMISSION

- Individually prepare and submit a portfolio
  - Sign up for submission online (events page)
  - Submissions to include two references
  - Portfolio worksheets are available online
  - Portfolio Guidance document available online
  - Candidate Toolkit available online
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## 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.
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For further questions please email  
[certification@performanceandlearning.ca](mailto:certification@performanceandlearning.ca)  
or call **416-367-5900 X 237**



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