

# 14PL CERTIFICATION SENIOR PATH

Are you a senior 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. The Senior Portfolio Authentication (SPA) is an accelerated advanced standing pathway to the CTDP certification through the submission of a CTDP portfolio. With the senior path you are not required to take the exam but instead you have to prepare and submit a portfolio of your work.

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
  - Senior 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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