



I4PL Certification Maintenance Fact Sheet

Contents

The purpose of Certification Maintenance	
How to maintain your CTDP or CTP Professional Designation	
When is my certification maintenance due?	
Where can I find the professional development log?	
Extensions	
Auditing	
Professional Development Categories (see detailed chart below)	

The Certification Maintenance Program supports the ongoing educational and professional development of CTDP and CTP credential holders. There is an ongoing requirement for certified members to maintain their certification through continuing education and other professional development activities.

The purpose of Certification Maintenance

- ✓ Enhance the ongoing professional development of Certified Members
- ✓ Contribute to the acquisition of new knowledge
- ✓ Reinforce the essential knowledge and skills of the profession
- ✓ Contribute to the development of new skills and practices that lead the profession

How to maintain your CTDP or CTP Professional Designation

1. Remain a member of the Institute for Performance and Learning by annually paying your association membership dues.
2. Complete your professional development log and submit it by your certification expiry date. 60 professional development credit hours (CEUs)* are required per 3-year period. This log must be submitted electronically by sending a copy to certification@performanceandlearning.ca
3. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Certification Committee.

When is my certification maintenance due?

After three years of being certified, your certification maintenance is due at the same date as your membership expiry date.

Where can I find the professional development log?

On the I4PL Website's certification page under certification and maintenance, you can download the excel worksheet: <http://performanceandlearning.ca/get-certified-2/>

Extensions

Extensions to the three-year timeframe may apply if the applicant has managed situations involving parental leave, illness, disability or similar extenuating circumstances during the certification maintenance period. To be considered, please email certification@performanceandlearning.ca

Auditing

To ensure the integrity and standard of professionalism reflected in the granting of the CTDP and CTP designations, I4PL audits 3% of certification maintenance submissions. Selection of certification maintenance submissions for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission. Do not submit your supporting documentation unless requested to do so.

Professional Development Categories (see detailed chart below)

Category	Description of Qualifying Professional Development Activities	Certification Education Unit (CEU) Value	Required Documentation (submit if audited)	Maximum CEUs Per Reporting Cycle
Category A: Developing Your Base of Knowledge				
1. Continuing Education	Participation in I4PL national and chapter professional development such as the national conference and Learnfest. I4PL or external provider's courses, conferences, seminars, webinars, workshops and lunch and learns related to workplace learning and performance are also qualifying activities. Completion of a college or university degree, diploma or certificate in the field of education, adult training, or similar.	1 hour of structured activity = 1 CEU Certificate, Graduate Certificate or one-year study program = 10 CEUs Diploma or two-year study program = 15 CEUs Undergraduate or Graduate Degree or three to four year study program = 20 CEUs	Registration receipt, syllabus, letter or certificate of attendance. When applicable, copy of exam result to show pass result. Copy of diploma or certificate issued by the college or university.	40
2. Self-directed Learning	Reading and study from articles, books, instructional manuals, videos and resources from other professional organizations.	1 hour of activity = 1 CEU	Title, author, and description or just descriptive notes, in the case of video or audio resources.	20
3. Development	Professional development that supports and keeps you current in your field of work, e.g., project management, communications, information technology, social learning, safety training, compliance, etc.	1 hour of structured activity = 1 CEU	Registration receipt, syllabus, course outline or similar document, letter or certificate of attendance. When applicable, copy of exam result to show pass result.	20
Category B: Sharing Your Knowledge about Training & Development with Others				
4. Teaching and Presenting	Teaching and presenting new material at a conference, seminar, college or university, professional association or training organization (outside of your primary job role/ function). Includes delivering webinars and lunch and learns. I4PL Conference, symposium, webinar speaker.	1 hour of structured delivery = 2 CEUs	Agenda, schedule, brochure, table of contents outlining session details. Note: You may only receive CEUs for giving a presentation or workshop once.	20

<p>5. Creating New Knowledge and Activities</p>	<p>Developing a new program to develop the skills of training and development professionals, such as an instructional designer training program, Train-the-Trainer (TTT) program, competency model, evaluation process, or facilitator development program.</p>	<ul style="list-style-type: none"> • 4 hour course = 5 CEUs • 8 hour course = 10 CEUs • A new program of study or TTT program with a minimum program length of 3 courses or similar types of structured activities = 20 CEUs • New T & D program impacting a large number of stakeholders = 10 CEUs 	<p>Agenda, schedule, brochure, table of contents outlining details.</p> <p>Note: This is for new material only. If you teach the same material several times, no further credit can be applied in this or future certification maintenance cycles.</p>	<p>20</p>
<p>6. Research & Publishing</p>	<p>Publishing or reviewing written material in either hard copy or online formats, including book, thesis, journal article or magazine.</p>	<p>Book author= 20 CEUs Material review = 3 CEUs Book co-author = 10 CEUs Published thesis = 10 CEUs Published article = 5 CEUs</p>	<p>Copy of article, table of contents, or any other material as evidence of published material.</p>	<p>20</p>
<p>Category C: Experiential Learning</p>				
<p>7. Leadership & Professional Volunteer Activities</p>	<p>Active participation with I4PL as a:</p> <ul style="list-style-type: none"> • Board Member, Chapter Chair or Leader • Chapter volunteer, Certification Assessor, Exam Reviewer, Awards Judge • Conference/Chapter Speaker, Exam Study Group Leader, Conference volunteer, Performance and Learning Month Leader, Peer Coach or Mentor 	<p>National Board Director or Chapter Chair or Leader = 20 CEUs per year</p> <p>Chapter volunteer, Certification Assessor, Exam Reviewer, Awards Judge = 15 CEUs per year</p> <p>Conference/Chapter Speaker, Exam Study Group Leader, Conference volunteer, Performance and Learning Month Leader, Peer Coach or Mentor = 10 CEUs per year</p> <p>Other activities: 1 hour of activity =1 CEU</p>	<p>None required.</p>	<p>40</p>