



## CPLP® Recertification Policies<sup>1</sup>

Professional development is required for CPLPs to remain current in the field and to enhance their continued competence. To fulfill this requirement, CPLPs must accumulate 60 CPLP recertification points during each three year recertification period in order to maintain their CPLP designation. CPLP recertification points are earned in the following approved categories as outlined below:

Categories	Maximum Allowable Points
1. Continuing Education	30
2. Speaking and Instructing	20
3. On-the-Job Experience	20
4. Research and Publishing	20
5. Leadership and Recognition	15 <sup>2</sup>
6. Professional Membership	15

All CPLP recertification points must tie directly to one or more areas of the ASTD Competency Model (2004) to qualify. For guidance about what activities are eligible, please thoroughly review this document and the CPLP Website at [www.astd.org/content/ASTDcertification/CPLP+Recertification.htm](http://www.astd.org/content/ASTDcertification/CPLP+Recertification.htm) . See the descriptions that follow for further details and examples about how points are awarded and earned by category.

### Continuing Education

30 point maximum per three year cycle

One point is awarded for each physical hour of continuing education. Points are earned for continuing education within one's current role/job that involves a new experience or learning new content. Points are accrued on an hourly basis for all educational time in WLP-related continuing education events to include on-line training. Educational activities must directly contribute to the CPLP's understanding of the WLP profession. Recertification points are not awarded for time spent in non-educational time such as breaks, networking, registration, preparation, assignments, and so forth. For example, attending an eligible 75 minute course (with 60 minutes of instruction) earns 1 point. 5 points per credit hour can be earned for attending undergraduate or graduate courses.

Examples of eligible activities:

- Attending commercially available educational courses or workshops
- Attending WLP industry-related educational sessions at National conferences such as ASTD or SHRM conferences
- Attending WLP industry-related educational sessions at local conferences such as ASTD or SHRM chapter sponsored conferences
- Attending Chapter events or other WLP industry-related meetings (business meetings, committee meetings and general information meetings are excluded from this category)

<sup>1</sup> Policy updates made on 4/15/08 are identified in red

<sup>2</sup> Leadership and Recognition maximum allowable points are set at 15 per three year cycle except for CPLP related activities. Individuals may earn up to 30 points per three year cycle for CPLP related activities.

- Attending undergraduate level WLP courses from an accredited institution
- Attending graduate level WLP courses from an accredited institution

### **Speaking and Instructing**

20 point maximum per three year cycle

CPLP recertification points are awarded per hour. Points are earned for speaking or instructing on a WLP-related subject within one’s current role/job or may involve a new experience or new content. Points can also be earned for development work. For every hour of delivery, the individual receives an hour of development time<sup>3</sup>. For example, if an individual presents for an hour and spends two hours in development, the individual receives a total of 2 points. Points are awarded the first time the presentation is made and may not earn additional points for repeated presentations.

Examples of eligible activities:

- Presenting an educational activity on a WLP topic at a conference at the national or local level
- Presenting at an annual meeting for a WLP professional society
- Leading a WLP session or workshop
- Conducting speaking engagements and/or instructing private organizations (e.g., community groups, professional business groups, for a class at a university or college), churches or synagogues, charities, and so forth

### **On-the-Job Experience**

20 point maximum per three year cycle

CPLP recertification points are awarded per hour. Points can be earned for a first time work experience if that activity adds or enhances the understanding of the WLP body of knowledge (See Candidate Bulletin, Study Outline). Points can be earned for both development and delivery work. Community volunteer activities can also be counted as “On-the-Job” although no payment is received. In this category, points are calculated at the rate of one point per hour of work, up to a maximum 20 points allowable per three-year cycle. For instance, if it requires 200 hours to develop a competency model for your organization, and three hours to present it, you would earn the maximum points allowable in this category, which is 20 points.

Examples of eligible activities:

- Developing a competency model for your organization
- Designing a new training program
- Calculating return-on-investment for a new training program

### **Research and Publishing**

20 point maximum per three year cycle

CPLP recertification points are awarded per published book, thesis, chapter or article. Articles published informally in newsletters, such as Learning Circuits or blogs, are not eligible. Points are not granted for editing the work of others. Materials produced to advertise or market a product or service is ineligible. Points are assigned as follows:

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<sup>3</sup> Credit for development time has been added as a result of feedback from workplace learning and performance professionals.

Published Work	Points*
Book	20
Thesis	20
Book Chapter	10
Article	3 – 5
* Co –authors earn half points	

Examples of eligible activities:

- Author/Co-author of a WLP-related article in a journal or magazine, such as T+D magazine
- Author/Co-author of a chapter in a WLP-related book
- Author/Co-author of a WLP-related book
- Author/Co-author of a WLP-related dissertation or Master’s thesis

Note: ASTD CI defines “informal publications” as published work that is not reviewed by professional editorial staff and/or is part of a marketing rather than teaching effort. Along with the items mentioned above, website comments, informal blogs, wiki entries and other unedited online items are considered to be informal and thus ineligible for recertification points.

### Leadership and Recognition

15 point maximum per three year cycle<sup>4</sup>

CPLP recertification points are **not** assigned per hour. Rather, point values are specified. This category recognizes the importance of giving back to the profession and to the professional community by volunteering and leadership. Points are awarded to CPLPs who support the profession outside of their role or job.

Leadership points are awarded for volunteer activities for WLP-related national associations (such as ASTD, SHRM) or a WLP-related local society (such as an ASTD or SHRM chapter). Points are also earned for awards given to the individual (not to the institution or establishment). Recertification points are not awarded for leadership activities that have no direct WLP link. Following are some examples of activities that may earn recertification points in the Leadership and Recognition category.

Examples of eligible activities and corresponding point values **per year or event:**

Category	Example	Points <sup>5</sup>
1. WLP Officer, National	ASTD CI Board Member	10
2. WLP Officer, Local	ASTD Chapter President ASTD Chapter Director of Certification ASTD Chapter Director of Membership ASTD Chapter Treasurer Other ASTD Chapter officer level positions as deemed appropriate	7
3. WLP Committee Member, National	ASTD Conference Program Advisory Committee Editorial Board for WLP-related magazine	5
4. WLP Committee Member,	ASTD Chapter Program Board	5

<sup>4</sup> Individuals may earn up to 30 points per three year cycle for CPLP related activities.

<sup>5</sup> Points per year.

Category	Example	Points <sup>5</sup>
Local		
5. WLP-related award from a national WLP association	ASTD Volunteer Partnership Award	2
6. WLP-related award from a local WLP association	ASTD Chapter Volunteer Award	1
7. CPLP Certification Team	CPLP work product design team	10
8. CPLP Certification Team	Participation as a Rater/Team Lead in the CPLP work product scoring process	15
9. CPLP Certification Team	Participation as a Reviewer in the CPLP item review process	7
10. CPLP Certification Team	Participation as a Item Developer in the CPLP Item Writing process	5
11. CPLP Certification Team	Participation as a Exam Reviewer in the CPLP Exam Review process	3

### Professional Membership

15-point maximum per three year cycle

CPLP recertification points are not assigned per hour. Rather, point values are specified. Recertification points are available to CPLPs who are active members of a national or international WLP-related professional association or society. Membership in a local chapter or association is also awarded points. Points are awarded per year for this category. For example, individuals with three years of active national membership would earn 12 points. Individuals with three years of active local society membership would earn 9 points. Combined, an individual may claim up to a maximum of 15 points during each three year recertification cycle.

Points requested must be for unique and mutually exclusive experiences. For instance, you may not earn points for being a chapter member and a chapter president for the same term. You can request to earn points in one or the other but not both.

Examples of eligible activities and corresponding point values **per year**:

Category	Example	Points <sup>6</sup>
1. Professional Membership	ASTD National Member	4
2. Professional Membership	ASTD Chapter Member	3
3. Professional Membership	Other WLP-related Membership – National or Local, such as SHRM membership	2

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<sup>6</sup> Points per year.