



## CPLP™ Recertification Program Process<sup>1</sup>

### Purpose:

This document contains the Certified Professional in Learning and Performance (CPLP) recertification processes. These processes are in effect for recertification applications to be submitted in the 2009-2010 recertification cycle. The processes outlined in this document are subject to change. Additional recertification documents are at [www.astd.org/content/ASTDcertification/CPLP+Recertification.htm](http://www.astd.org/content/ASTDcertification/CPLP+Recertification.htm).

### Submission Instructions:

1. Submit completed recertification application.
2. Incomplete applications will not be considered.
3. Submit application with payment.
4. Fill out the application only. Do not submit supplemental documentation unless requested (see Recertification Program Audit Process).

Mail completed application to:
ASTD CI Certification Department c/o: Amanda Riordan Caceres 1640 King Street, Box 1443 Alexandria, VA 22313- 1443 USA

### Review Process

- Candidates must submit the recertification application by the postmark regular deadline or application **will not** be accepted.
- If the recertification application is not submitted by the postmark deadline, then certification status will be revoked. Once certification status has been revoked, individuals must reapply and successfully complete the knowledge and work product requirements to earn the CPLP credential.
- Application will be reviewed by ASTD Certification Institute (ASTD CI) staff.
- If there is a problem with your recertification materials, ASTD CI staff will contact you to resolve. We suggest that you include more than the 60 required credits in the unlikely event that there are problems with activities that you have reported.
- If your application is approved, you will be recertified and a new certificate will be issued.
- Certification staff is unable to pre-approve recertification credits. If you have any doubts about program eligibility, add extra entries as a safe measure.

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<sup>1</sup> Revisions made on 4/15/08 appear in red

## Recertification Deadlines and Fees

The recertification cycle begins the first day of the month after notification of your CPLP success (i.e., notification by way of score report) and it is valid for three years. For example, if you were notified that you passed the work product submission on March 2, 2006, then your recertification cycle begins April 1, 2006 and ends March 31, 2009.

All recertification points must be accrued within the cycle timeframe; however, you will be given an additional 30 days after your cycle end date to submit your application and payment.

Designees may submit applications up to three months before their recertification date. Applications received after the deadline **will not** be accepted.

NOTE: All submissions must be postmarked by the recertification deadline.

### Application Deadline

If your recertification cycle begins...	Your accrual window ends ...	Your application and payment is due...	You may submit your application as early as...
4/1/2006	3/31/2009	4/30/2009	12/31/2008
12/1/2006	11/30/2009	12/31/2009	8/30/2009
5/1/2007	4/30/2010	5/31/2010	1/28/2010
11/1/2007	10/31/2010	11/30/2010	7/31/2010
5/1/2008	4/30/2011	5/31/2011	1/28/2011

### Fees

Recertification Application Fee	\$150
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## Recertification Program Audit Process

ASTD CI will use both a random and targeted selection procedure when auditing recertification applications. The audit review process is as follows:

1. ASTD CI staff will identify recertification applications to be audited and notify designees **via email and regular mail** in advance.
2. Selected individuals will be asked to submit both the recertification application and supporting documentation of their activities as outlined in the recertification application document.
3. Audited individuals must postmark their submissions by the recertification deadline.
4. If your documentation is not sufficient, ASTD CI staff will provide you with feedback via email and you will have an opportunity to correct and resubmit.
5. You will have two weeks to submit corrections after feedback has been provided.
6. If your documentation suffices, you will be recertified and a new certificate will be issued.

**Important!** To ensure you receive all recertification information be sure to have updated contact information in the CPLP Registry. To update your information go to

<http://www.astd.org/content/ASTDcertification/clubcplp/CPLP+File+Management+and+Registry.htm>

Questions or feedback about this document should be directed to Amanda Riordan Caceres at Ariordan-Caceres@astd.org.