

From: ASTD CI  
 To: CPLP Candidates  
 Date: 10/13/09 (effective immediately)  
 RE: Work Product Requirement Reminder, Annex to the CPLP Candidate Bulletin

Due to the increased volume of work product submissions and problematic submissions, ASTD CI would like to politely remind candidates who are submitting to CPLP work product submissions of the following requirements. As candidates prepare their work product submissions, please make note:

Topic	Responsibilities	Outcomes
<b>Work Product Submission Information</b>	Candidates are responsible for reading and reviewing all pertinent information. This includes <b>all correspondence</b> related to the work product submission process (emails, website postings, etc.). Special attention also should be given to the <b>Candidate Bulletin Chapters</b> focused on the work product. This includes: <ul style="list-style-type: none"> <li>• AOE-specific chapters - Chapters 4, 5, 6, 7, or 9</li> <li>• Work Product Submission Guidelines - Chapter 10</li> <li>• Work Product Scoring Process - Chapter 11</li> </ul>	Work product submissions that do not meet the required standards will be subject to FAILURE or DISQUALIFICATION.
<b>AOE Confirmation</b>	All AOE selections must be confirmed with ASTD CI staff by the set deadline. Candidates are not permitted to change their AOE selection after that time.	Work product submissions that do not match the confirmed AOE selection WILL BE DISQUALIFIED.
<b>Required Materials</b>	All required materials must be submitted in order for a submission to be scoring. This includes all deliverables outlined in the Candidate Bulletin, all completed forms and templates, and all signed permission and release documents.	Work product submissions that do not contain all required documents will be marked as incomplete and WILL BE DISQUALIFIED.
<b>Release Forms</b>	All work product submissions must include signed permission forms which include individual, organization and, in the case of Delivering Training, participant release documents.  Individuals who require special permission and release forms must submit these requests to ASTD CI at least eight (8) weeks prior to the submission deadline.	Requests received after this timeframe WILL NOT BE HONORED. Work products that do not contain the required signed permission and release forms WILL BE DISQUALIFIED.
<b>Collaboration</b>	Candidates must not submit the same work products or highly similar work products as other candidates. This applies within or across testing windows.	Work products that are the same or strongly resemble one another WILL BE DISQUALIFIED.
<b>Fabrication</b>	The CPLP program requires work product submissions to be based on an actual learning event and not fabricated.	Work products that are fabricated WILL BE DISQUALIFIED.
<b>Submission Deadlines</b>	All work product submissions must be postmarked by the published due date.	Submissions received with a postmark date post deadline WILL NOT BE

		SCORED in the current window and the submission will be returned. The individual can resubmit by the next deadline as long as their knowledge test scores are current. Program transfer fees will apply.
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Please contact Pat Byrd at [pbyrd@astd.org](mailto:pbyrd@astd.org) should you have any questions.