



Certification Policies & Procedures



THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

Applicant Declaration & Release

By submitting an application for CTDp certification to The Institute for Performance and Learning :

a) I am in accordance with, and subject to, The Institute for Performance and Learning standards, rules, policies and procedures.

b) I agree that information provided to The Institute for Performance and Learning during the certification process, including, but not limited to registration, may be used for statistical, research or program improvement initiatives.

- The Institute for Performance and Learning is committed to respecting your privacy and protecting your personal information. Collection of personal information shall not be used or disclosed for purposes other than those for which it was collected.
- As a membership association, we use your information to provide you with services and information. We do not sell our lists and you have the right of access to any information that we have collected about you.
- I agree that any information associated with, or required in, the certification process may be verified by The Institute for Performance and Learning.
- I understand that providing false or misinformation, not providing required information or violating the rules of certification may result in disciplinary action.
- I agree to inform The Institute for Performance and Learning of circumstantial changes that may affect certification eligibility.

- I understand that I may be removed from the certification process if it has been determined I have engaged in inappropriate behavior during administration of the examination or work product assessment.
- I agree to use the CTDП designation status only once I have been advised of the successful completion of the certification process and continued membership.
- I understand the sensitivities of privacy laws and agree to ensure the privacy and protection of all candidates. The Institute for Performance and Learning and its representatives can only respond to candidates directly and cannot speak or correspond with anyone calling or writing on a candidate's behalf.
- I agree that I have read and understand the certification handbook and confirm I meet the eligibility requirements as outlined in the program requirements.
- Candidates requiring accommodation for special needs should make the request to The Institute for Performance and Learning office immediately upon registering for their exam or skill demonstration. Medical and/or other documentation supporting the request may be required and should be further discussed.

Fee structure

- I agree should I not complete my certification within one year of my date of registration, I must re-apply.
- I understand should I not pass my exam I will be responsible for paying a fee to re-write.
- I understand an administration fee will be charged when an exam testing appointment is cancelled or re-scheduled with less than 15 days' notice.
- I understand an administration fee will be charged when a skill demonstration booking is cancelled or re-scheduled with less than 30 days' notice.
- I understand a re-registration fee is charged when a certification candidate wishes to continue the certification process after their one-year period has passed.
- I understand there is a withdrawal fee when candidates withdraw from the certification process within 30 days of registration, provided the examination has not been written nor the work product submitted.

Certification Fee Guidelines*

\$1100	CTDP candidacy (without membership)
\$150	Exam Re-Write Fee
\$350	Skill Demo Re-Submission
\$100	Exam Re-Schedule
\$200	Skill Demo Re-Schedule
\$399	Certification extension (3 months)

* Applicable taxes will be added to all fees.

Terms and Conditions

By entering into the certification process, you agree to the following:

- I recognize that CTDLP certification is awarded solely by The Institute for Performance and Learning. The Institute for Performance and Learning is also solely responsible for the judgment of my qualifications and certification maintenance.

The Institute for Performance and Learning may, at any time, alter or modify certification standards, requirements for certification and/or rules, policies and procedures relating to the certification process.

The Institute for Performance and Learning reserves all rights, title and interest in, and to, the names, trademarks, logos, copyrights, applications, and all other intellectual property related to the CTDLP and CTP certification program.

- I agree to only use this intellectual property in accordance with The Institute for Performance and Learning policies and to cease using this intellectual property upon the expiration, suspension or termination of my certification.
- I understand and agree that The Institute for Performance and Learning does not provide warranties, guarantees, nor make promises or claims regarding the CTDLP certification program and I agree not to misrepresent my certification status.
- I agree to read and follow The Institute for Performance and Learning's Code of Ethics and to take full responsibility for the accuracy and validity of my work product submission and that the submission is my own work. My work product submission must not violate copyright, trademark or personal rights of others and will not contain defamatory or unlawful material.
- I agree that the certification examination questions and answers are the exclusive and confidential property of The Institute for Performance and Learning and are protected by Institute for Performance and Learning property rights.
- I agree not to copy, disclose, publish, reproduce, transmit or discuss the content of the examinations or answers in any form or by any means, verbal or written, electronic or mechanical for any purpose without prior express written permission from The Institute for Performance and Learning.
- I attest to completing the examination within the allotted period, on my own accord.