

THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

CERTIFICATION POLICY MANUAL



Certified Training Practitioner™ (CTP)
Certified Training and Development Professional™ (CTDP)

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Policy Owner: I4PL Certification Committee

Certification Policy Manual

THE INSTITUTE FOR PERFORMANCE AND LEARNING

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1 Introduction

1.1 About the Institute for Performance and Learning

The Institute for Performance and Learning is Canada's professional association focused on performance and learning in the workplace. The purpose of the Institute is to elevate the performance of the Canadian workforce. We define the requisite *Competencies* and code of ethics for the profession, and promote the reputation and image of the performance and learning profession in Canada.

1.2 Purpose

The Certified Training and Development Professional (CTDP)™ and **Certified Training Practitioner™ (CTP)** are the only professional designations for workplace performance and learning in Canada.

This Policy Manual establishes the requirements, standards, responsibilities, and procedures governing:

- Certification candidacy
- Candidate conduct
- Assessments
- Certification decisions
- Appeals
- Certification maintenance
- Reinstatement

1.3 Policy Review and Amendments

I4PL reserves the right to amend:

- Certification standards
- Assessment requirements
- Policies
- Procedures
- Maintenance requirements

Updated versions shall be published through official I4PL communication channels and become effective on the date specified by I4PL.

1.4 Certification Authority

I4PL is the sole authority responsible for the administration, assessment, awarding, maintenance, suspension, and revocation of the Certified Training Practitioner™ (CTP) and Certified Training and Development Professional™ (CTDP) certifications.

The I4PL Board of Directors delegates operational oversight of the certification program to the Certification Committee.

Certification decisions shall be made in accordance with published certification standards, assessment criteria, and policies.

Certification decisions are final except where modified through the Appeals Policy.

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2 Certification Framework

2.1 Certification

Certification is a professional designation, awarded through assessment of existing knowledge, skills, and demonstrated workplace practice, independent of instruction or training.

The Institute for Performance and Learning is the body responsible for the **certification** of learning and performance professionals in Canada.

2.2 Certification Designations

The Institute for Performance and Learning offers two designations:

- Certified Training Practitioner™ (CTP)
- Certified Training and Development Professional™ (CTDP)

Certification is awarded to candidates who demonstrate proficiency by successfully passing the corresponding knowledge exam and whose skill demonstration is evaluated as meeting the competency standards associated with that certification.

2.3 Professional Standards

Certification assessments are based on:

- The Competencies for Performance and Learning Professionals©
- The Code of Ethical Conduct

2.4 Certification Components

The certification process may include:

- Eligibility verification
- Practice exam
- Professional reference verification
- Registration and candidacy
- Knowledge examination
- Skill Demonstration project approval
- Skill Demonstration assessment

Current certification requirements are maintained on the certification website and form part of this policy.

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3 Eligibility Requirements

3.1 General Eligibility

To become a certification candidate, an individual must:

- Maintain active I4PL membership throughout the certification process.
- Meet the experience requirements for the certification pathway selected.
- Successfully complete the applicable Practice Exam.
- Submit two professional references acceptable to I4PL.
- Agree to all certification policies, declarations, and candidate responsibilities.
- Confirm they are able to obtain permission to submit workplace evidence for Skill Demonstration purposes.

Current eligibility requirements are published by I4PL and may be updated periodically.

3.2 Designation-specific Eligibility

Candidates must additionally satisfy the eligibility requirements applicable to the certification pathway selected.

3.2.1 Certified Training Practitioner™ (CTP)

Candidates must be able to demonstrate a minimum of **one year full-time** (or equivalent) experience working with adult learners in the workplace, across the key competency areas:

- Partnering with clients
- Designing learning experiences
- Facilitating learning
- Evaluating learning

3.2.2 Certified Training and Development Professional™ (CTDP)

Candidates must be able to demonstrate a minimum of **four years* full-time** (or equivalent) experience working with adult learners in the workplace, across the key competency areas:

- Partnering with clients
- Assessing performance needs
- Designing curricula
- Designing learning experiences
- Facilitating learning
- Supporting transfer of learning
- Evaluating learning

* *Candidates who have completed an I4PL Recognized Program will receive credit of one year of full-time experience (standard 40-hour work week).*

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3.3 Verification

I4PL reserves the right to verify information submitted by candidates, including:

- Employment history
- Professional experience
- Education
- Professional references
- Educational credentials
- Workplace project authorization
- Assessment submissions

Candidates may be required to provide supporting documentation upon request.

3.4 Certification Candidacy

Certification candidacy begins once:

- Eligibility requirements have been satisfied
- Candidate declarations have been accepted, and
- Applicable fees have been paid.

Candidates are granted a candidacy period which commences with the applicable Cohort milestone dates as published on the I4PL website. The candidacy year end remains in force for the Cohort in which a candidate began their candidacy year.

Candidates who do not complete certification requirements within the candidacy period may apply for a candidacy extension in accordance with the Fee and Refund Policy.

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4 Candidate Responsibilities

Candidates are responsible for:

- Reviewing certification requirements
- Meeting all published deadlines
- Maintaining accurate contact information
- Following assessment instructions
- Protecting confidential information
- Acting honestly and professionally
- Complying with the Code of Ethical Conduct

4.1 Project Permission Requirements

Candidates are responsible for ensuring they are able to submit an appropriate workplace project as part of the Skill Demonstration assessment.

Prior to registration, candidates must acknowledge that:

- A Skill Demonstration project is required for certification.
- Appropriate workplace evidence must be submitted.
- Employer, client, contractual, privacy, or confidentiality restrictions may apply.
- They possess, or will be able to obtain, the necessary rights, permissions, and approvals to submit project materials for assessment purposes.
- Permission may be required to submit project materials.
- I4PL cannot obtain permissions on behalf of candidates.

4.2 Protection of Information

Candidates are responsible for ensuring that submitted materials:

- Respect privacy obligations
- Respect confidentiality obligations
- Respect contractual obligations
- Respect intellectual property rights

Confidential or proprietary information should be anonymized, redacted, or removed where appropriate.

4.3 Conflict of Interest

Candidates shall disclose any actual, potential, or perceived conflict of interest that may affect the integrity of the certification process.

Assessors, appeal reviewers, committee members, and certification staff shall also disclose any actual, potential, or perceived conflicts of interest.

I4PL may assign alternate assessors or reviewers where conflicts exist.

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5 Assessments

5.1 Knowledge Examination

The Knowledge Examination evaluates professional knowledge aligned with:

- Competencies for Performance and Learning Professionals©
- Code of Ethical Conduct

I4PL shall determine:

- Examination format
- Examination content
- Passing standards
- Administration procedures

These may be revised periodically to maintain validity and integrity.

5.2 Skill Demonstration Assessment

The Skill Demonstration evaluates workplace competence through evidence of professional practice.

Assessment decisions are based on:

- Published competency standards
- Assessment criteria
- Evidence submitted by the candidate

Assessors evaluate only the evidence provided by the candidate.

5.3 Assessment Outcomes

Assessment outcomes may include:

- Successful
- Unsuccessful

Assessment decisions are made using established standards and quality assurance procedures.

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6 Professional Conduct and Integrity

6.1 Ethical Conduct

Candidates and certified members must comply with the I4PL Code of Ethical Conduct at all times.

6.2 Professional Integrity

Candidates must:

- Provide truthful information
- Accurately represent their contributions
- Follow examination requirements
- Submit authentic work
- Respect intellectual property rights

6.3 Artificial Intelligence Use

I4PL recognizes that artificial intelligence tools may support workplace performance and learning practice. Certification assessments must evaluate the competence of the candidate, not the capability of an artificial intelligence system.

6.3.1 Permitted Uses

Candidates may use AI tools, provided the submission accurately reflects the candidate's own professional work and professional judgement.

Examples include:

- Editing
- Grammar correction
- Formatting
- Research support
- Brainstorming
- Summarization

6.3.2 Prohibited Uses

Candidates shall not:

- Submit unvalidated AI-generated workplace evidence as authentic workplace evidence
- Generate fictional project documentation
- Fabricate stakeholder interactions
- Generate competency evidence that did not occur
- Use AI in a manner that compromises examination integrity

Undisclosed or inappropriate use of artificial intelligence may constitute misconduct and may result in assessment failure, denial of certification, suspension, or revocation of certification.

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6.4 Misconduct

Misconduct includes, but is not limited to:

- Plagiarism
- Submission of unauthorized workplace materials
- Undisclosed material use of artificial intelligence
- Fabrication of workplace evidence using artificial intelligence
- Falsification of information
- Misrepresentation of experience
- Unauthorized assistance during assessment
- Sharing examination content
- Breach of confidentiality
- Improper use of certification credentials

6.5 Disciplinary Actions

Where misconduct is substantiated, I4PL may:

- Reject an application
- Invalidate examination results
- Invalidate assessment results
- Suspend candidacy
- Deny certification
- Revoke certification
- Remove an individual from the certification registry

The disciplinary action imposed shall reflect the nature and severity of the misconduct.

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7 Privacy, Confidentiality, and Intellectual Property

7.1 Privacy

I4PL collects, uses, stores, and discloses personal information solely for the administration of certification programs and related activities.

Information shall be managed in accordance with applicable privacy legislation and I4PL policies.

7.2 Confidentiality

Assessment submissions, examination content, assessor feedback, and candidate records shall be treated as confidential except where disclosure is required by law or policy.

7.3 Intellectual Property

Examination content and certification assessment materials remain the intellectual property of I4PL.

Candidates shall not:

- Copy
- Reproduce
- Record
- Distribute
- Publish
- Disclose

certification assessment content without written authorization from I4PL.

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8 Accommodations

I4PL is committed to providing reasonable accommodations for candidates with documented needs.

Candidates requesting accommodations should:

- Submit requests as early as possible
- Provide supporting documentation where required
- Participate in determining appropriate accommodations

Accommodation requests shall be reviewed confidentially and individually.

9 Appeals

9.1 Grounds for Appeal

Candidates may appeal an assessment outcome where they believe:

- Assessment criteria were incorrectly applied; or
- Assessment procedures were not followed appropriately.

9.2 Appeal Requirements

Appeals must:

- Be submitted within the published appeal period
- Identify the grounds for appeal
- Include supporting rationale
- Include applicable fees where required

9.3 Appeal Review

Appeals shall be reviewed by individuals not involved in the original assessment decision whenever practical.

9.4 Final Decisions

Appeal decisions are final.

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10 Fees, Refunds, Extensions, and Rescheduling

10.1 Fees

Current certification fees are published on the I4PL website under Certification > Schedule and Fees.

Fee schedules may be updated without amendment to this Policy Manual.

10.2 Certification Period

Candidates must complete certification requirements within the published candidacy period.

10.3 Extensions

Candidates may request an extension in accordance with current policies and fees, as published on the I4PL website under Certification > Schedule and Fees, and Frequently Asked Questions.

10.4 Refunds

Refunds shall be administered in accordance with the Fee and Refund Policy in effect at the time of registration. I4PL website under Certification > Schedule and Fees, and Frequently Asked Questions.

10.5 Rescheduling

Examinations and assessment activities may be rescheduled subject to published requirements and fees, as published on the I4PL website under Certification > Schedule and Fees, and Frequently Asked Questions.

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11 Certification and Use of Credentials

11.1 Certification Award

Certification is awarded when a candidate has:

- Satisfied eligibility requirements
- Successfully completed required assessments
- Complied with certification requirements

Certification decisions are made solely by I4PL.

11.2 Use of Certification Credentials

Certified individuals may use the applicable certification designation only while:

- Certification remains active
- Membership remains in good standing
- Certification maintenance requirements are satisfied

Individuals shall not:

- Misrepresent certification status
- Use expired credentials
- Imply qualifications beyond those granted by I4PL

11.3 Requirement to Maintain Certification

To maintain certification in good standing, certified members must:

- Maintain active I4PL membership
- Comply with the Code of Ethical Conduct
- Meet certification maintenance requirements as published on the I4PL website under Certification > Certification Maintenance.

11.4 Failure to Maintain Certification

Failure to satisfy certification maintenance requirements may result in:

- Suspension of certification
- Removal from the certification registry
- Loss of the right to use certification credentials

11.5 Reinstatement

Individuals seeking reinstatement following a lapse or suspension may be required to:

- Re-establish active membership
- Pay applicable fees
- Submit professional development records
- Submit updated professional information
- Meet additional requirements established by I4PL

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12 Appendices

Appendix A. Candidate Attestation

By participating in the certification program, I acknowledge that:

- I have reviewed the Certification Policy Manual.
- I understand the requirements applicable to my certification pathway.
- I will comply with the Code of Ethical Conduct.
- I will maintain assessment confidentiality.
- I will submit only authentic work.
- I am responsible for obtaining any permissions required to submit workplace project materials for assessment purposes.
- I remain responsible for all work submitted during the certification process, regardless of whether AI or other technology-assisted tools are used.
- Certification decisions are made solely by I4PL.
- Any misconduct may result in disciplinary action, denial, suspension, or revocation of certification.
- I am in agreement with the policies, milestones and fees published on the I4PL website under Certification.

Appendix B. Related Policies

The following policies support and complement this Policy Manual:

- Code of Ethical Conduct
- Privacy Policy
- Appeals Policy
- Accommodation Policy
- Certification Maintenance Policy
- Fee and Refund Policy
- Credential Use Guidelines
- Assessor Code of Conduct

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