



THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

CERTIFICATION HANDBOOK

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INTRODUCTION

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 role of The Institute is to define the requisite *Competencies* and code of ethics for the profession, and to promote the reputation and image of the performance and learning profession in Canada.

Vision: The Institute for Performance and Learning's professionals enable the success of the Canadian workforce.

About Certification

The **Certified Training and Development Professional (CTDP)**[™] is the only professional designations for workplace performance and learning in Canada. Becoming certified is a great way for your skills and expertise to be recognized and acknowledged.

Certification is a professional designation, not a certificate program. The terms sound similar, but the purpose and goal of these programs are very different.

Certificate programs are designed to provide instruction and training to help participants acquire or enhance knowledge, skills or *Competencies*.

Certification is designed to assess an individual's existing knowledge, skills or competency 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.

Benefits of I4PL Certification

Benefits of becoming certified include:

- Having your skills & knowledge recognized
- Supporting your professional development
- Increasing your credibility
- Advancing your career
- Ensuring you meet or exceed industry standards & best practices
- Connecting you with other industry professionals

Certification Handbook

The certification handbook is the technical resource for all candidates. It outlines each step in the certification process and provides you with everything you need to understand, participate in and complete the CTDP process.

The handbook is the primary resource for The Institute for Performance and Learning certification programs and is a **must read** for all candidates. Candidates must follow all policies, procedures and timelines outlined in this handbook.

The Institute for Performance and Learning reserves the right to change the standards, application, and requirements for the CTDP certification and re-certification and will do so as necessary; therefore, it is important that candidates refer to the online handbook on an ongoing basis.

This handbook is the property of The Institute for Performance and Learning. Permission to reproduce its contents must be obtained in writing from The Institute.

Competencies for Performance and Learning Professionals

The Competencies for Performance and Learning Professionals© is the body of knowledge and competency framework for the learning and development professional, and the foundation for the CTDP certification. It encompasses the major aspects of the design, development, implementation and assessment of effective workplace learning that enables meaningful business outcomes.

The Competencies are globally recognized and have been adopted by the World Bank as their model for internal Performance and Learning.

A digital copy of the *Competencies for Performance and Learning Professionals*© is available FREE as a benefit to members.

Knowledge Exam and Work Product

The Institute for Performance and Learning holds the proprietary rights and copyright for the CTDP exam, and work products. Reproduction of any or part of the examination is prohibited by law.

Certification Program Policies and Procedures

Candidates are required to abide by the Code of Conduct ([As referenced Appendix A](#)).

Candidates are required to read and agree to the certification program policies and procedures upon registration ([As referenced Appendix B](#)).

Candidates will also find a set of questions and answers that will assist them on their certification journey ([As referenced Appendix C](#)).

I4PL CERTIFICATION OFFERINGS

The Institute for Performance and Learning offers one designation:

- Certified Training and Development Professional (CTDP)

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

Certified Training and Development Professional™ (CTDP)

Certified Training and Development Professional™ (CTDP) is the professional designation for performance and learning and development professionals with four years* full time (or equivalent) experience working with adult learners across the key competency areas of:

- *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).

CTDP CERTIFICATION PROCESS



Timeline for Completion of Certification

Candidates have one year from the time of Registration to successfully complete the components of certification.

Candidates who have not completed their certification within the one-year time frame but wish to continue can extend their candidacy for a further six months, subject to the certification re-registration fee (see below).

Certification Fee Guidelines*

\$1399	CTDP candidacy (1 year membership includes)
\$150	Exam Re-Write Fee
\$350	Skill Demo Re-Submission
\$100	Exam Re-Schedule
\$200	Skill Demo Re-Schedule
\$399	Candidacy extension (3 months)

* Applicable taxes will be added to all fees.

CTDP Candidates must register online using a credit card for payment. Payment must be made in full at time of purchase. Any candidates registering for skill demo re-submission, certification re-registration, or any other certification services requiring payment must pay online in full using a credit card for payment.

Step 1: Self-Assessment

A link will be sent to you to complete the self-assessment. You're welcome to take it as many times as you'd like to ensure the most accurate results.

Preparing for Self-Assessment

You may prepare to self-assess in several ways:

- Review the certification requirements to ensure you have the depth and breadth of experience required.
 - If you're not sure, use the [Experience Calculator](#) to calculate your years of experience
- Download and read [the toolkit](#) prepared by certified members and assessors
- Review [The Competencies for Performance and Learning Professionals©](#) (available digitally at no cost to I4PL members).
- Review the skill demo submission worksheet(s) (from the [Getting Certified](#) page) to learn what's expected of candidates for the skill demo
- Check out the Additional Candidate Resources
- Review the Institute's [Ethical Code of Conduct](#).

Self-Assessment

The self-assessment contains a handful of questions representative of the CTDP knowledge exam pool. The intention is to give you exposure to the format and nature of questions, as well as to help you determine your readiness to start the certification process.

When you are ready to self-assess, click the self-assessment link and you will be prompted to create an Exam Builder account. We encourage you to bookmark the page so you can navigate to it at any time. This will be your account throughout the candidacy process.

I4PL Approved Learning Programs

Are you looking for learning programs to help you get ready for Certification?

- [National Webinars](#)
- [Activating Skills for Success- Workshops & Webinars](#)

Step 2: Registration for CTDP Candidacy

Register Online

Candidates may register via our [Online Store](#) by selecting and pay the applicable fees. **The CTDP candidacy included 1 year membership.**

You must be a member with the Institute for Performance and Learning and must maintain active membership throughout your candidacy.

Step 3: Knowledge Exam

The next step is to prepare for and successfully complete the CTDP Knowledge exam with a score of 75% or greater.

The CTDP Knowledge Exams is designed to test your professional knowledge and are built in direct alignment with the *Competencies for Performance and Learning Professionals*® and Ethical Code of Conduct. Exams are self-proctored and open book.

CTDP Exam

3 hours to complete

100 multiple choice questions across the broad set of *Competencies for Performance and Learning Professionals*®, extracted from a pool of 200 questions.

Exam Preparation Resources

We encourage you to select the best methods to prepare for your exam based on your preferred learning style.

You will require in-depth comprehension and application of the *Competencies* in preparation for the CTDP exam. Review the *Competencies* to become familiar with the language, terminology and expectations of Performance and Learning Professionals.

Candidates have access to the following to prepare for their examination:

- Review [The Competencies for Performance and Learning Professionals](#)®
 - Read the Professional Development section for more guidance about how to get the most from the *Competencies*
 - Reflect on how you are using the *Competencies* in your work
 - Highlight words, themes or concepts you are not familiar with and refer to the Additional Candidate Resources and I4PL Knowledge Hub to learn more about them
- Review the Institute's [Ethical Code of Conduct](#).
- Download and read [The Toolkit](#) prepared by certified members and assessors

Knowledge Exam Guidelines

- Candidates will receive an email confirmation of their exam registration prior the exam date.
- Exam access and login information will be sent by email one day prior to the scheduled exam date.
- Upon completion of the CTDTP knowledge exam, you will immediately be notified with a pass or fail message.
- Cancellations with less than 15 notices will be subject to a re-scheduling fee.
- If unsuccessful on the first exam attempt, you may take the exam again at an additional cost based on the Institute's fee structure.

Step 4: Skill Demo Pre approval

Once you successfully complete your exam, the next phase is to prepare for the skill demonstration. Preparing your skill demonstration is no small feat, and we want to set you up for success.

The Skill Demonstration is your opportunity to demonstrate your skills and experience in alignment with the Institute's *Competencies for Performance and Learning Professionals* © and grounded in the Institute's Ethical Code of Conduct.

CTDP Candidates demonstrate their competence in *Partnering with clients*, plus one of the following Competency areas:

- *Assessing performance needs*
- *Designing learning experiences*

Selecting a project that meets the criteria

Prior to commencing your skill demonstration submission, we ask you to share the **context** behind the assessment you have chosen, as well as the performance gaps, performance objectives or learning objectives you will be addressing, depending on the competency category selected.

Your work product submission must be an original and current project undertaken in the past two years, and you must be authorized to submit the supporting documentation. It is important that you select a project that will enable you to demonstrate the competencies for performance and learning professional's action.

A member of the assessor team will review what you share to ensure you are on the right track and share feedback and suggestions if you are not.

For further information about how to prepare and what to submit for pre-approval, see the relevant instructions:

- [Assessing performance needs](#)
- [Designing learning experiences](#)

Step 5: CTDTP Skill Demonstration

The Skill Demonstration is your opportunity to demonstrate your skills and experience, in alignment with the Institute's *Competencies for Performance and Learning Professionals*® and grounded within the Institute's Ethical Code of Conduct.

Skill demonstrations are based on the Key Outputs and Assessment Criteria indicated in [The Competencies for Performance and Learning Professionals](#)®.

You demonstrate your skill through a combination of:

- Your completed submission worksheet
- Supporting work product materials, referenced specifically in the worksheet, and

CTDTP Skill Demonstration Options

CTDTP Candidates demonstrate their competence in *Partnering with clients*, plus one of the following Competency areas:

- *Assessing performance needs*
- *Designing learning experiences*

Skill Demonstration Submission Process

- You will receive a confirmation email containing the submission link and the deadline for your skill demonstration, as outlined in the schedule.
- If you are unable to submit your skill demonstration as scheduled, you must notify I4PL by responding to the confirmation request at least 30 days prior to the original submission date. Postponements or cancellations within 30 days will be subject to a rescheduling fee.
- All skill demonstration submissions must be uploaded using WeTransfer, instructions will be emailed once you confirm your intent to submit. If you are unable to use WeTransfer, please contact certification@performanceandlearning.ca to make alternate arrangements.
- All skill demonstration submissions must be completed by the deadline provided in the instructions. Late submissions will not be accepted. If you miss the deadline, you will need to reschedule and pay the applicable fee.
- You must sign with your written or digital signature to confirm the submission consists of your original work and you have permission (if required) to submit this work.
- Ensure all files are clearly labelled and organized in alignment to the *Competencies* within the work product submitted.
- Work product submissions cannot be received via email or by paper submissions.
- Scheduled skill demonstrations that are cancelled with less than 3 weeks' notice are subject to a re-scheduling fee. Scheduled skill demonstrations confirmation of registration emails that do not receive a response by deadline indicated in the email are subject to a re-scheduling fee.

Skill Demonstration Preparation Guidelines

Detailed instructions can be found in the relevant [Getting certified page](#). Please review the assessment rubric.

- Prior to selecting a project for your submission, please prepare by reviewing the relevant competencies in [The Competencies for Performance and Learning Professionals®](#) with specific focus on the Key Outputs and Assessment Criteria for each supporting competency.
- You are required to complete all areas within your worksheet that are aligned to the Key Outputs and Assessment Criteria.
- You must provide evidence of, or comment on, each of the Key Outputs identified in the worksheet, so it's essential to select a project that gives you an opportunity to do that, and that you are authorized to submit the supporting documentation.
- Go through the worksheet page by page and answer all questions. Be concise and clear.
- You are asked to provide specific references to your materials where certain assessment criteria should be observable by the assessors.
- You are also asked to provide a clear concise description of how your demonstration meets certain assessment criteria. In some cases, you may also be asked to describe how you validated the output, or ensured it was correct and relevant.
- **It is your responsibility to ensure it is easy for the assessors to assess your submission.** Ensure it is well-organized. Double-check that you have indicated the specific locations in your supporting evidence and have provided concise and clear explanations where requested. **Failure to do so may result in your submission being returned to you to re-submit.** Should a second re-submission not meet the criteria, it will be returned to you and re-submission costs will apply.

Skill Demonstration Assessment Process

Candidate files are assessed through a rigorous process. Assessors review the submission in alignment with *The Competencies for Performance and Learning Professionals®* and award a successful or non-successful assessment. Candidates must be able to demonstrate all competency areas within the work product selected, as indicated in the relevant worksheet.

The Institute commits to undertake the skill demonstration assessment process upon receipt of the required documentation. A candidate report will be prepared by the assessor and shared with you, along with your results within 4 weeks.

Successful Skill Demonstration Results

Candidates who have successfully completed the work product skill demonstration have completed the certification process and have earned their CTDp designation.

You must ensure your membership information is accurate on The Institute for Performance and Learning website as this information is used to send your CTDp digital badge, and to create an entry in The Institute for Performance and Learning website certification registry.

Unsuccessful Skill Demonstration Results

If you are not successful in your first work product skill demonstration submission, you have the opportunity to resubmit, subject to Institute's fee schedule and re-submission windows.

Appeals Process

Candidates may challenge the results of their exam or work product assessment outcome by submitting a written report of their findings to certification@performanceandlearning.ca.

The candidate's report should include the following elements: the reason for the appeal from the candidate's perspective (e.g. the assessor has misinterpreted the evidence provided) and the rationale why you believe the appeal should be granted.

The report should be submitted to certification@performanceandlearning.ca within 10 business days of receiving the assessment report. The appeals committee will undertake an investigation will provide a written response within 4-6 weeks.

Expiry of the One Year Timeline

The candidate certification journey is one year. Should you require additional time to complete the certification process, you may apply to the Institute for an extension of time. Please see the Institute's fee schedule.

Refund Policy

So long as no exam has been taken and no skill demonstration work product has been submitted I4PL will provide a full refund within 30 days of registration, minus a \$100 administration fee. Certification candidacy is non-transferable to another person.

CERTIFICATION MAINTENANCE

To remain certified, there are 2 requirements:

- Maintain your membership with The Institute for Performance and Learning by paying annual membership dues
- Submit evidence of continuing education and professional development activities (for the first 6 years following certification).

Continuing Professional Development

Professional development is intended to:

- Enhance the ongoing professional development of Certified Members.
- Contribute to the acquisition of new knowledge.
- Reinforce the essential knowledge and skills of the profession.
- Contribute to the development of new skills and practices that lead the profession.

One hour of professional development is equivalent to one CEU There are three broad certification maintenance categories including:

- Continuing Education to Develop Learning and Development Skills and Knowledge.
- Sharing Learning and Development Skills and Knowledge with Others.
- Skills and Knowledge Developed through Specific Experiences (Experiential Learning).

To satisfy the requirement, *Certified Members* are required to:

- Obtain 60 Continuing Education Credits within a three-year period after certification is awarded
- Keep an ongoing journal of activities, using the professional development log. [Click here for the Certification Maintenance Log Template](#)
- You can login to your Membership profile under Professional Development via this link <https://performanceandlearning.ca/login.aspx>. and add your 60 Continuing Education Credits to your journal.

Once a *Certified Member* has submitted 2 successive professional development logs, the requirement to submit logs will be deemed fulfilled. Certification will be maintained from this point onward upon payment of annual membership dues.

Lapsed Membership

After 3 months of lapsed membership, whether due to non-payment of dues or non-submission of professional development logs, your name will be removed from our public registry of Certified Members. In keeping with our existing practice, any membership lapsed 6 months or more will be charged the new member admin fee of \$50. Should your membership lapse a year or more, the following policies will be applied as appropriate.

Certified members whose membership has lapsed and who wish to have it re-instated will be charged \$50 fee for each year lapsed. Additionally, you will be required to submit a CV covering the lapsed period, a professional development log to ensure you are an I4PL member in good standing.

Example 1: If you became certified in 2018 but did not submit a professional development log (due in 2021), your professional designation would have lapsed in 2021 (or earlier if you didn't maintain your annual membership). To reinstate your membership and professional designation, you must:

- Pay your annual association membership dues to become an active member (if you're not currently an active member)
- Submit an updated CV
- Submit a professional development log for the 3-year period prior to current year for reinstatement.

Example 2: If you became certified in 2018 but let your I4PL annual membership lapse the following year (2019), your professional designation would have lapsed in 2019 due to not maintaining your active membership. To reinstate your membership and professional designation, you must:

- Pay your annual association membership dues to become an active member (if you're not currently an active member)
- Pay \$50 for each year lapsed to the present year (2019-2023 or $\$50 \times 5 \text{ years} = \250)
- Submit an updated CV
- Submit a professional development log for the 3-year period prior to application for reinstatement.

APPENDICES

Appendix A – Code of Conduct

The Institute for Performance and Learning's Member Code of Ethical Conduct provides guidelines to The Institute for Performance and Learning's members to be self-managed learning and development professionals so that their clients (internal and external) and employers can expect members of The Institute for Performance and Learning to follow the highest possible standards of personal integrity, professional competence, confidentiality, and discretion.

As a member of The Institute for Performance and Learning, I will adhere to the following:

1. Responsibilities to our Learners

- 1.1. I shall support and apply the principles of human rights, equity, dignity and respect, and will not discriminate on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences (as defined in the appropriate jurisdictional Human Rights Code), marital status, family status, or disability.
- 1.2. I shall keep informed about the profession of learning and development, including the current version of The Institute for Performance and Learning's Member Code of Ethical Conduct and the profession's common body of knowledge, as outlined in *The Competencies for Performance and Learning Professionals* ©.
- 1.3. I shall commit to understanding my learners' needs, providing a hospitable learning environment and presenting them with accurate information that will enable them to transfer their learning on the job.
- 1.4. As far as reasonably possible, I shall accommodate my services for clients who are impaired because of disability.

2. Responsibilities to our Profession

- 2.1. I shall act in the best interest of the profession.
- 2.2. I shall be liable for suspension or expulsion from membership when I have behaved in a manner unbecoming to the profession.
- 2.3. I shall strive to keep current with developments in any area of the profession where I claim specific expertise.
- 2.4. When I have verifiable evidence that someone has breached The Institute for Performance and Learning's Member Code of Ethical Conduct, I will report it.
- 2.5. I shall refrain from personal gain through improper use of The Institute for Performance and Learning and its resources.
- 2.6. I shall act in accordance with the applicable legislation and laws.
- 2.7. I shall observe all laws and restrictions of copyright.
- 2.8. I shall acknowledge the authors of original material and concepts.

3. Responsibilities to other Members

- 3.1. I shall behave in a manner that maintains the good reputation of the profession and its ability to serve the public interest.
- 3.2. I will maintain personal and professional growth in the profession by engaging in activities that enhance credibility and value of the profession.
- 3.3. I shall be liable for "discipline," suspension "and/" or expulsion from membership when I have behaved in a manner unbecoming to the profession. In such circumstances, I shall reply promptly to any communication from The Institute for Performance and Learning.

4. Responsibilities as a Certified Member

- 4.1. By successfully completing The Institute for Performance and Learning's certification, I have made a strong commitment to this profession as well as the commitments associated with certification.
- 4.2. I shall keep my membership in good standing to maintain my certification.

5. Responsibilities to our Clients (Internal or External)

- 5.1. I shall honour client privacy and not divulge any such information unless authorized by the client or required to do so by law.
- 5.2. I shall provide high quality service aligned with The Institute for Performance and Learning's Member Code of Ethical Conduct and the profession's common body of knowledge, as outlined in the *Competencies for Learning and Development Professionals*®.
- 5.3. I shall offer only services I am qualified and competent to deliver. I shall recognize any limitations I have in my ability to handle a matter and take steps to ensure the client is appropriately served.
- 5.4. I shall act in the best interest of my client, providing professional services with integrity, objectivity, and independence. I shall not encourage unrealistic client expectations and provide honest assessments and evaluations when requested.
- 5.5. I will not adopt any method of obtaining business that detracts from the professional image of The Institute for Performance and Learning or its members.
- 5.6. I shall, before accepting an assignment, reach a mutual understanding with the client as to the assignment objectives, scope, work plan, and, if relevant, costs.
- 5.7. I shall avoid acting simultaneously for two or more clients in potentially conflicting situations without informing all parties in advance and securing their agreement to the arrangement.
- 5.8. I shall inform a client of any interest that may impair or may be seen to impair my professional judgment.
- 5.9. I shall refrain from serving a client under terms or conditions that violate any laws within my jurisdiction.

Appendix B – Policies and Procedures

Applicant Declaration & Release

- By submitting an application for CTDTP certification to The Institute for Performance and Learning I am in accordance with, and subject to, The Institute for Performance and Learning standards, rules, policies and procedures. 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, and 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 behaviour during administration of the examination or work product assessment. I agree to use the CTDTP 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 understand I will pay a registration fee of the amount specified in the program description.
- I agree should I not complete my certification within one year of my registration date, 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 CTDP 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 CTDP 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 CTDP 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.

Appendix C – Frequently Asked Questions

Am I able to become CTDP Certified after being CTP Certified?

Yes, CTP Certified Members may be eligible for CTDP certification. We encourage those interested to complete CTDP pre-qualification to ensure they have the requisite knowledge, skills and experience. After confirming they meet the requisite experience for CTDP certification, CTP Certified members may pay the candidacy extension fee and take the CTDP exam. After passing the exam, the CTP Certified member will not be required to submit a skill demo, as they had already submitted a successful skill demo during their CTP certification and will become CTDP Certified.

How much time will I need to invest to achieve my designation?

Study times vary by individual and by the designation you select. Since exam questions are built in direct alignment with I4PL's *Competencies for Performance and Learning Professionals*® you will need to ensure you have a full and comprehensive understanding of the seven (7) *Competencies* when challenging the CTDP exam. All candidates will need to have a thorough understanding of the applicable definitions and the Institute's Ethical Code of Conduct.

Where do I get a copy of the *Competencies* and Ethical Code of Conduct?

Once registered as a member of the Institute for Performance and Learning you may download a complimentary copy of The *Competencies for Performance and Learning Professionals*® along with access to the Institute for Performance and Learning Ethical Code of Conduct. Hard copies of the *Competencies* (in French only) are available for purchase by writing to certification@performanceandlearning.ca.

Is there a pre-requisite study/preparation requirement?

There is no pre-requisite study/preparation requirement for the CTDP program; however, we encourage candidates to self-assess before beginning their candidacy to ensure they have the requisite knowledge, skills and experience. Most candidates will find they need to thoroughly study and have full comprehension of the *Competencies* in order to successfully pass the exam. Depending on your learning style and preference, there are a variety of study options you may wish to consider:

- Make notes as you review the *Competencies*.
- Document any questions you may have and search for additional scope of understanding in additional readings.
- Connect with a senior learning colleague for ongoing dialogue.
- Review the CTDP practice exam questions and associated correct responses.
- Find additional resources on the internet that broaden your scope of understanding and applying the competency framework.

What is the exam pass mark?

The exam pass mark is 75%.

What are the CTD submission dates?

Exams and submission are offered quarterly in alignment with our cohort model. The schedule will be shared with you and will also be available on our website [Certification Schedule](#).

Where do I find the requirements for completing my skill demonstration?

Detailed guidance for skill demonstrations is included in the relevant submission worksheets, which can be found in the [Getting Certified](#) page. CTD Candidates choose from: **Assessing Performance Needs** or **Designing Learning Experiences**.

What the CTD cost includes?

The CTD certification cost \$1399 plus applicable taxes and includes:

- 1 year membership
- 1 attempt at the knowledge exam
- 2 pre approval attempts
- 1 skill demonstration submission
- CTD designation e-Badge once the credential is achieved.

Do I have to re-certify or complete ongoing professional development activities to maintain my certification?

Individuals must maintain their certification by remaining an active dues-paying I4PL member and earning 60 certification education units (CEUs) every three years for the **first 6 years**. Please visit the Institute for Performance and Learning website page [Certification Maintenance](#) for more information.

Do I have to maintain membership with The Institute for Performance and Learning to retain my designation?

Yes, this is a mandatory requirement. Only current members of the Institute for Performance and Learning may pursue certification and use the CTD credential after their name.

How many CTD and CTP credential holders are there in the program to date?

As of September 2025, there are more than 500 active CTP and CTD holders.

How do I apply?

You can apply for the CTD program online via [Certification - The Institute for Performance and Learning](#)

Who can I contact with specific questions?

You can email our certification@performanceandlearning.ca.