



*Be recognized  
for your work as  
a performance  
improvement  
professional.*

*Stay competitive  
in today's  
marketplace.*

*Distinguish  
yourself to  
potential  
employers  
and clients.*

*Join the others  
who have  
received this  
exclusive, global  
designation.*

# Certified Performance Technologist

**Semi-Annual  
Application Deadlines  
June 15 and November 15**

*The Certified Performance  
Technologist designation  
is offered by the*



**International Society for  
Performance Improvement**



*"...the certification is an indication for me to show others that people in our profession aspire to high standards...it is in (Texas Instruments') best interest to keep the highest level of professional development, and certification is one sure way to indicate this excellence."*

**Debbie Simpson, CPT**  
DFAB Training Manager  
Texas Instruments

*"For me, the CPT designation recognizes my personal development in the practice and the real world application of HPT processes in many successful projects. When CPT follows your name, it means you have been accredited by the best people in this field for doing quality work, and I am very proud of this designation."*

**Robert L. Moreland, CPT**  
President, G3 Media, Inc.

## What is Certification?

Certification is a credential that is given to people who satisfy a set of requirements. The letters "CPT" following a person's name stand for Certified Performance Technologist. This certification is awarded by the International Society for Performance Improvement (ISPI) to experienced practitioners in the field of organizational performance improvement whose work meets both performance-based Standards of Performance Technology and application requirements developed by ISPI.

## What are the Standards of Performance Technology?

The 10 Standards of Performance Technology, which are based on four principles and following a systematic process to improve performance, ensure that the Certified Performance Technologist has conducted his or her work in a manner that includes the following:

- Focus on results and help clients focus on results.
- Look at situations systemically taking into consideration the larger context including competing pressures, resource constraints, and anticipated change.
- Add value in how you do the work and through the work itself.
- Utilize partnerships or collaborate with clients and other experts as required.
- Systematic assessment of the need or opportunity.
- Systematic analysis of the work and workplace to identify the cause or factors that limit performance.
- Systematic design of the solution or specification of the requirements of the solution.
- Systematic development of all or some of the solution and its elements.
- Systematic implementation of the solution.
- Systematic evaluation of the process and the results.

## What is the Code of Ethics?

The Code of Ethics is intended to promote ethical practice in the profession. In order to be certified or re-certified, an applicant must sign a statement of agreement with the principles on which the Code is based. The Code of Ethics is based on six principles that guide the performance improvement process:

- Adding value
- Using validated practices
- Collaborating with others
- Continuously improving one's proficiency
- Demonstrating integrity
- Upholding confidentiality

## What are the eligibility and application requirements for Certification?

The CPT designation is performance-based and is not dependent on your level of education, specific training, or a test. An applicant must have a minimum of three or more years of experience in performance improvement and/or related fields such as instructional design, organizational development, or human resource management. The requirements to apply for certification include a description of your work experience and a detailed description of work performed on multiple projects in a manner that demonstrates the use of the 10 Standards of Performance Technology three times. Internal/external clients or supervisors must attest to each of these work descriptions.



All candidates for the certification must commit to the Code of Ethics which is intended to promote ethical practices in the profession of performance improvement. Neither membership in ISPI or any other organization, nor the completion of a formal training or educational program is required. A qualified reviewer will review the documentation received from a candidate to determine if all requirements have been met. CPT applications are processed and reviewed twice a year. The application submission deadlines are June 15 and November 15. Once certified, performance improvement professionals must apply for re-certification every three years to maintain the CPT designation.

## What are the requirements for Re-certification?

After receiving the CPT designation, individuals are required to apply for re-certification every three years to keep the designation. To be re-certified, a CPT must document continued professional development, volunteer work, and/or contributions to the field. In addition, an individual must self-attest that within the three-year certification period he/she has continued to demonstrate proficiency in the 10 Standards of Performance Technology through work on performance improvement projects and adhered to the Code of Ethics.

Please note that while applications are preferred in English, ISPI will make every effort to review CPT applications submitted in other languages.

Summary of Application Requirements for Certification		
The following chart summarizes the application requirements for Certification and Re-certification.		
Requirements	Certification	Re-certification
1 Minimum Years of Experience	3 years	Not Applicable
2 Accept the Code of Ethics	Yes	Yes
3 Continuing Education/ Professional Development	No	Yes
4 Documentation	Document experience and work done on multiple projects, and how the work meets the Standards	List your continued professional development, contributions to the field, and/or volunteer work
5 Attestation by Client or Supervisor	Attest that the projects were satisfactorily done by you and the documentation is accurate	Self-attest to your continued work in the field and adherence to the Code of Ethics
6 Review	To ensure that each Standard was met three times	To ensure completeness and factual accuracy
7 Application Deadline	Semi-Annual: June 15 and November 15	Every 3 years on CPT anniversary date
8 Pay a Fee		
ISPI Member Rate*	\$995	\$175
Non-member Rate	\$1195	\$250

\*The member rate may be extended to other organizations and partners. Visit [www.certifiedpt.org](http://www.certifiedpt.org) for an up-to-date listing.

*“When clients ask about the CPT designation, I have an opportunity to explain my systemic approach to solving their performance problems. I find this distinction sets me apart from other organizational consultants.”*

**Jeanne Strayer, CPT**  
Training Director,  
Help-U-Sell



*“The CPT designation is already causing my clients to look more carefully at the competencies needed to effectively apply the strategies of performance improvement.”*

**Margo Murray, MBA, CPT**  
President & Chief Operating  
Officer, MMHA The  
Managers’ Mentors, Inc.



*"Certification as a Performance Technologist says you know how to make it happen. You can get results. Results that say to the client that you really do understand their organization. Results that impact your client's clients. Results that have a premium in your clients' eyes."*

**John Amarant, CPT  
Principal, Vanguard  
Consulting**

## **How does Certification benefit me?**

The CPT can help further your candidacy for jobs and contracting opportunities as prospective employers and clients come to understand that you have proven your proficiency in performance improvement. However, certification is neither an endorsement of you for future work nor a guarantee of future performance.

## **Who is the Certifying body?**

The International Society for Performance Improvement (ISPI) is the certifying body. ISPI is dedicated to improving individual, organizational, and societal performance. Founded in 1962, ISPI is the leading international association dedicated to improving productivity and performance in the workplace. ISPI represents more than 10,000 international and chapter members throughout the United States, Canada, and 40 other countries.

## **How can organizations benefit from the CPT designation?**

Organizations should consider using the Standards of Performance Technology and the Code of Ethics as part of their criteria for selecting and developing their performance improvement specialists as well as for the selection of outside contractors. ISPI can assist organizations with opportunities for developing their performance improvement and training professionals.

## **How can organizations embed the Standards and Certification into their professional development for their performance improvement professionals?**

ISPI offers a two-day workshop that focuses on the application of the Standards of Performance Technology. Various exercises are conducted to reinforce participants' understanding and use of each of the Standards. Participants review their readiness to apply for certification using a self-assessment guide and then the CPT application and review process is presented. The CPT application fee is embedded in the price of the workshop. For more information, contact [certification@ispi.org](mailto:certification@ispi.org).

**Visit [www.certifiedpt.org](http://www.certifiedpt.org) for the most up-to-date and complete description of the certification program and application forms.**

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### **International Society for Performance Improvement**

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