How to Prepare for the CPLP

CPLP Panelists:
Bill Corrigan
Natasha Roberts
Anne Scott
Colleen Worthington

CERTIFICATION INSTITUTE
Association for Talent Development

Elevating the Talent Development Profession

Agenda

- CPLP Basics– 15 minutes
- Meet our Panelists – 10 minutes
- Panelist Insights – 20 minutes
- Q&A – 15 minutes

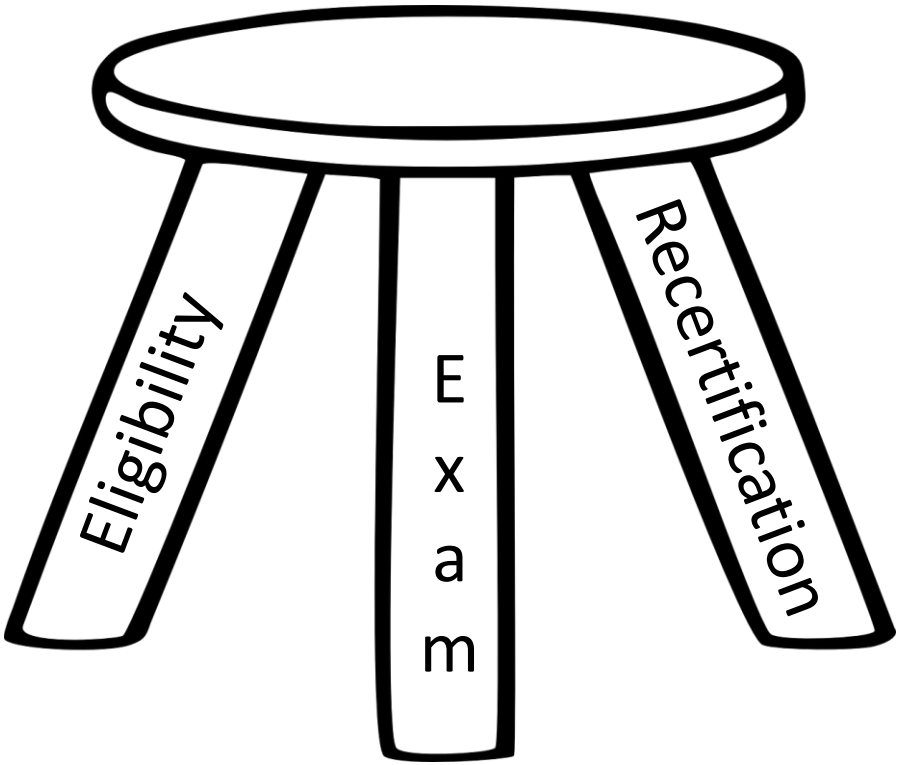
2019 ATD | All Rights Reserved.

CPLP Basics

- What is Certification?
- Who is the CPLP for?
- What does it cover?
- Eligibility
- Exam
- Time & Money
- Prep Available

2019 ATD | All Rights Reserved.

Understanding Certification: 3 Legs of the Certification Stool



2019 ATD | All Rights Reserved.

ATD CI credentials are based on the ATD Competency Model

The ATD Competency Model

- defines the latest competencies needed for success across the entire TD industry.
- provides a professional development roadmap for TD leaders and practitioners.
- provides the opportunity to align individual and organizational goals against an industry standard backed by research and forward-thinking

2019 ATD | All Rights Reserved.

CPLP®
CERTIFIED PROFESSIONAL IN LEARNING & PERFORMANCE
atd CERTIFICATION INSTITUTE

The Certified Professional in Learning and Performance (CPLP) is broad based and measures a talent development professionals' competency in 10 areas of expertise (AOEs) with a focus on global mindset as defined by the latest ATD Competency Model.

What Topics are Covered?

The Certified Professional in Learning and Performance (CPLP) credential covers ten areas of expertise:

1. Instructional Design
2. Training Delivery
3. Learning Technologies
4. Evaluating Learning Impact
5. Managing Learning Programs
6. Integrated Talent Management
7. Coaching
8. Knowledge Management
9. Change Management
10. Performance Improvement

Who is It For?

CPLP candidates are seasoned professionals (5+ years of full-time experience) who want to distinguish themselves in the field and advance their career goals.

CPLP is best suited for seasoned TD professionals:

- Who have deep knowledge and experience enhancing employee learning and performance.
- Who are looking to demonstrate expertise and commitment to the profession.
- With a global mindset and the ability to work across cultures and borders.

2019 ATD | All Rights Reserved.

CPLP Eligibility

- Five years full time experience in talent development or related field

OR

- Four years of full time experience PLUS one year of higher education in TD field

OR

- Four years of full time experience plus attainment of the APTD credential or completion of ATD Master series program

2019 ATD | All Rights Reserved.

CPLP Exams

- Two exams – 3 hours each
- Knowledge Exam
  - 150 multiple choice questions (10 AOEs)
- Skills Application Exam (SAE)
  - Case based exam on one focus area:
    - Instructional Design, Managing Learning Programs for Training Delivery
  - 4 cases with 25 questions per case, multi-select, short answer and multiple choice
- Both taken at secure testing center

2019 ATD | All Rights Reserved.

Category Weighting

Area of Expertise	Weight on the Exam
Performance Improvement	13-14%
Instructional Design	13-14%
Training Delivery	13-14%
Learning Technologies	11-12%
Evaluating Learning Impact	11-12%
Managing Learning Programs	8-9%
Integrated Talent Management	8-9%
Coaching	8-9%
Change Management	8-9%
Knowledge Management	5-6%

2019 ATD | All Rights Reserved.

Time & Money

- 6-9 months to prepare
- Average hours study time
  - 80 hours for knowledge exam
  - 30-40 hours for skills application exam
- Exam fee: $900 mem/$1250 non-member
- Learning System: $300 mem/$400 non
- Prep Course: $995 mem/$1295 non
  - Courses include Learning System

2019 ATD | All Rights Reserved.

Preparation Options

Course Type	Pros	Cons
Instructor-Led	• Guidance of instructor • Meet other candidates • Face to Face energy • Potential study buddies • Good kick-off for studies	• Time • Travel expenses • Condensed into 2 days
Instructor-Led Online	• Guidance of instructor • Spread out over 7 weeks • Can study in-between • More convenient • Potential study buddies	• Time • Energy in the room
On-Demand	• Convenience • Can review multiple times during preparation • Interactive quizzes	• No instructor • No interaction with other candidates • Self discipline needed
Learning System Only	• Least expensive	• Limited interactivity

2019 ATD | All Rights Reserved.

2019 CPLP Exams

CPLP Knowledge Exam Registration Deadlines	2019 Testing Windows
April 24	June 5-26
July 24	September 4-25
November 6	December 4-20
Skills Application Exam (SAE) Registration Deadline	2019 Testing Windows
June 26	August 7-28
September 25	November 6-26
January 2020	February 2020

2019 ATD | All Rights Reserved.

Recertification Requirements

- Every three years
- 60 recertification credits
  - Six different categories to earn credits
    - Continuing Education
    - Speaking & Instructing
    - On the Job Experience
    - Research & Publishing
    - Leadership & Recognition
    - Professional Membership
- $200 recertification fee

2019 ATD | All Rights Reserved.

Meet Our Panelists

- Anne Scott
- Bill Corrigan
- Colleen Worthington
- Natasha Roberts

2019 ATD | All Rights Reserved.

Benefits of CPLP

- Expanded my breadth of knowledge
- Ability to make connections between learning, performance & other areas
- Confidence
- Credibility
- Career advancement & promotion
- Personal and professional development

2019 ATD | All Rights Reserved.

Most Challenging

- Large body of knowledge
- Depth and detail required across AOE's
- Slow reader – needed strategies
- There will be material you don't know
- Test taking nerves
- Technical issues at test center
- Time management on the exam

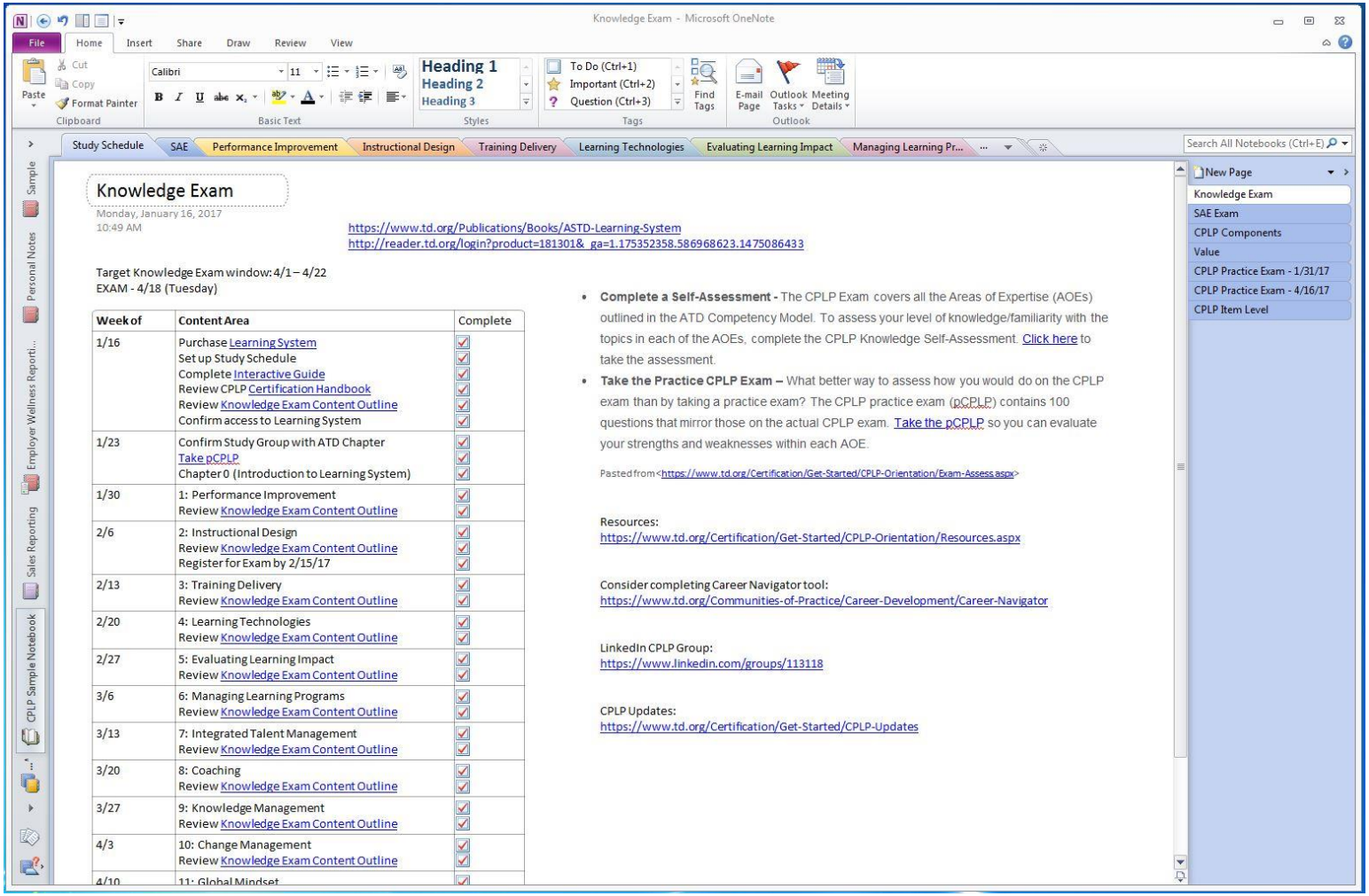
2019 ATD | All Rights Reserved.

Most Helpful

- Read and re-read Learning System
- Take practice tests – simulate test center
- Writing things down in your own words
- Flashcards
- Use different methods of studying
- Relating theory to real life experience
- OneNote notebook & study plan
- Having a deadline and a plan

2019 ATD | All Rights Reserved.

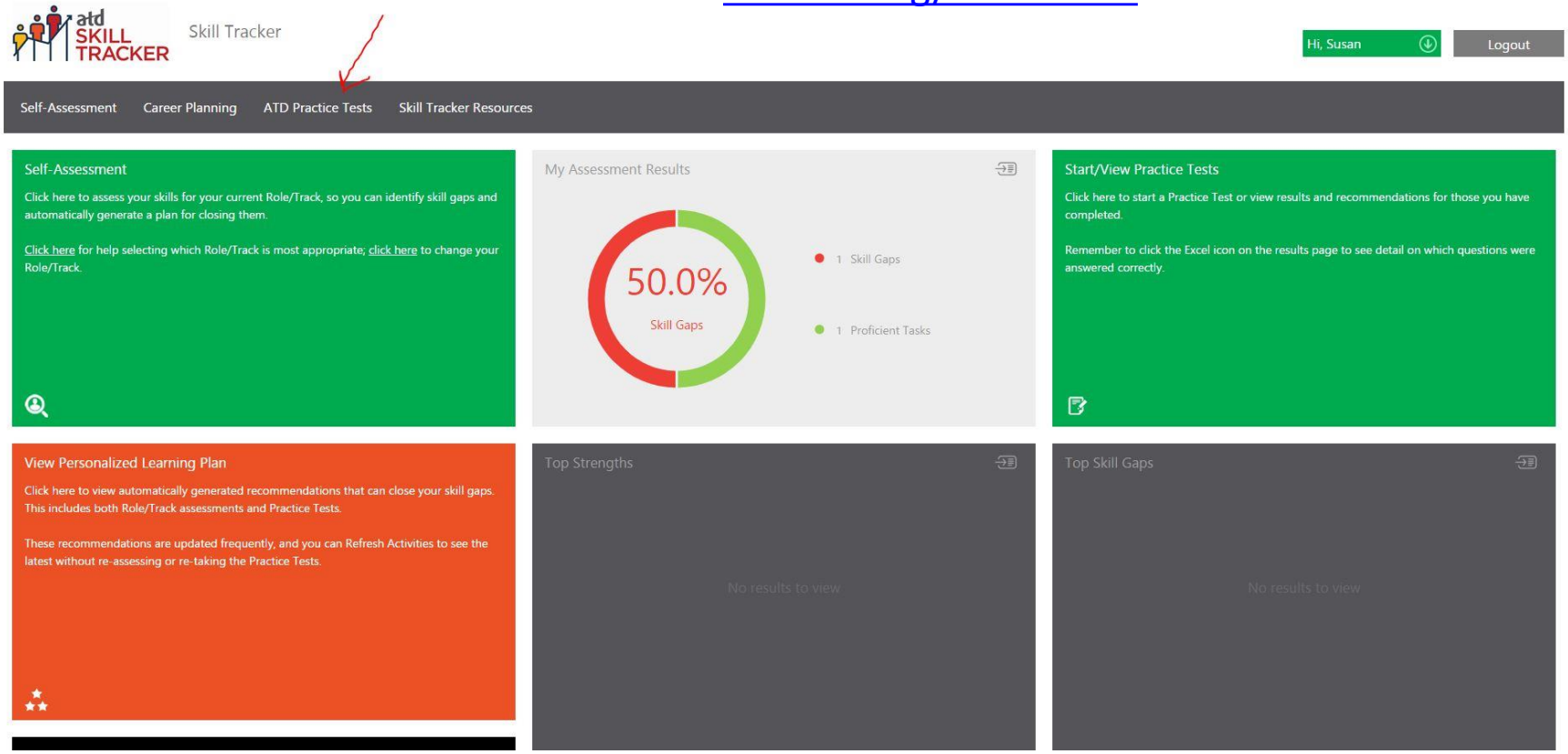
Anne's OneNote System



2019 ATD | All Rights Reserved.

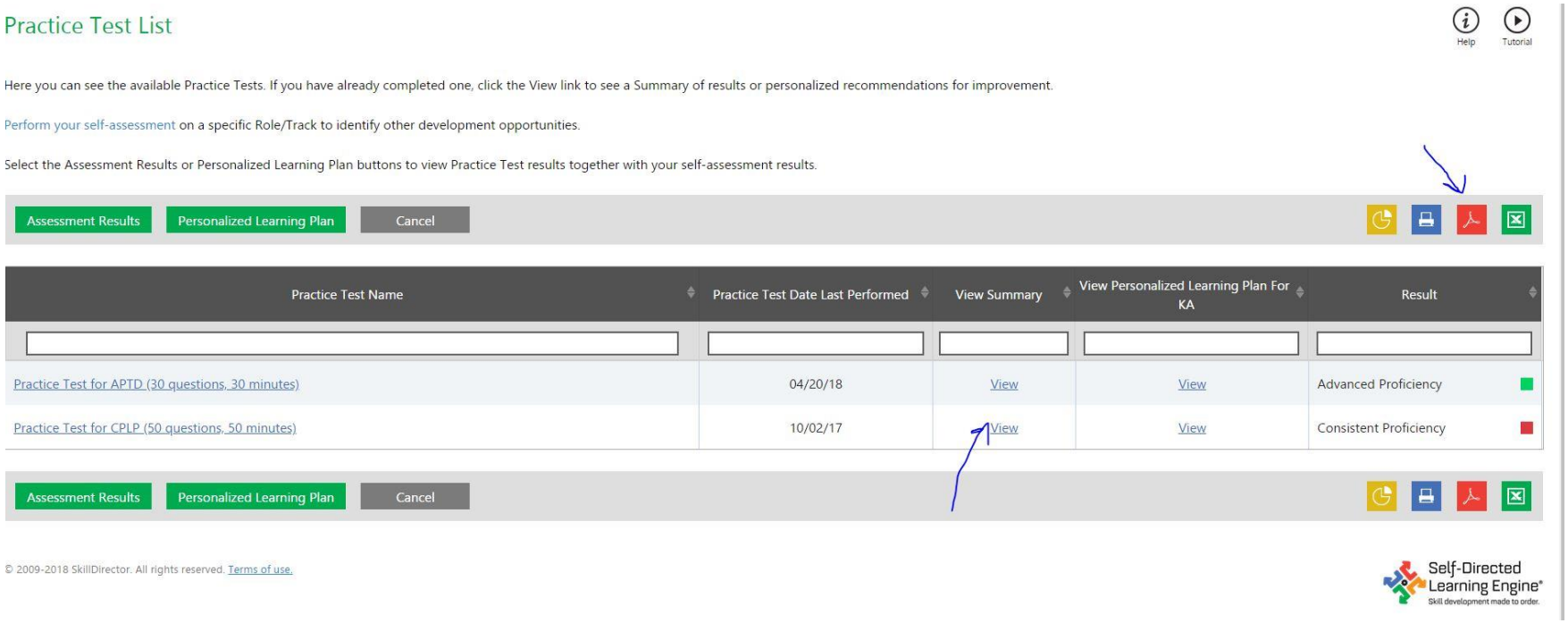
Practice Tests

www.td.org/skilltracker



2019 ATD | All Rights Reserved.

Practice Test List



2019 ATD | All Rights Reserved.

Practice Test Summary

Practice Test Name	Questions Incorrect	Questions Correct	Point Total	Points Missed	Rating	Minimum Rqmt	Gap	Recommendations
Practice Test for CPLP (50 questions, 50 minutes)	14	36	50	14	3	4	-1	View

Summary

You may want to focus on these subtopics: Change Management, Instructional Design, Performance Improvement, Evaluating Learning Impact, Training Delivery, Managing Learning Programs, Integrated Talent Management, Learning Technologies, Knowledge Management, Coaching

Practice Test Subtopics	Percentage Correct	Questions Correct
Change Management	60%	3/5
Instructional Design	87%	7/8
Performance Improvement	71%	5/7
Evaluating Learning Impact	100%	5/5
Training Delivery	57%	4/7
Managing Learning Programs	80%	4/5
Integrated Talent Management	80%	4/5
Learning Technologies	20%	1/5
Knowledge Management	100%	2/2
Coaching	100%	1/1

2019 ATD | All Rights Reserved.

Advice for Aspiring CPLP's

- Give yourself plenty of time to prepare!
- Consider joining or creating a study group
- Find a study buddy if you can
- Develop a plan and timeline
- Hold yourself accountable
- Use the Study Group Guide
- Use the content outline
- Take the Learning System with you

2019 ATD | All Rights Reserved.

Content Outline – Key Actions List

CPLP Skills Application Exam - Key Actions List

This list contains the key actions from the ATD Competency Model, by AOE, which are evaluated in the CPLP Skills Application Exam. Note that candidates need to pick only one area of expertise from the three presented.

AOE 2: Instructional Design[5]

KA1. Conducts a needs assessment: Identifies organizational objectives and the learning opportunity; identifies target population characteristics and characteristics of the environment; gathers and evaluates resources and information; analyzes findings; identifies anticipated constraints or problems affecting design success or failure, such as equipment deficiencies or lack of support; defines basic outcomes of the learning solution to solve the problem or meet the opportunity.

KA2. Identifies appropriate learning approach: Selects learning approaches that best address the needs of the learners and the organization, such as formal classroom training versus an informal approach.

KA4. Collaborates with others: Builds partnerships and relationships among the stakeholders in a learning design project and establishes approval processes for each step of the design process.

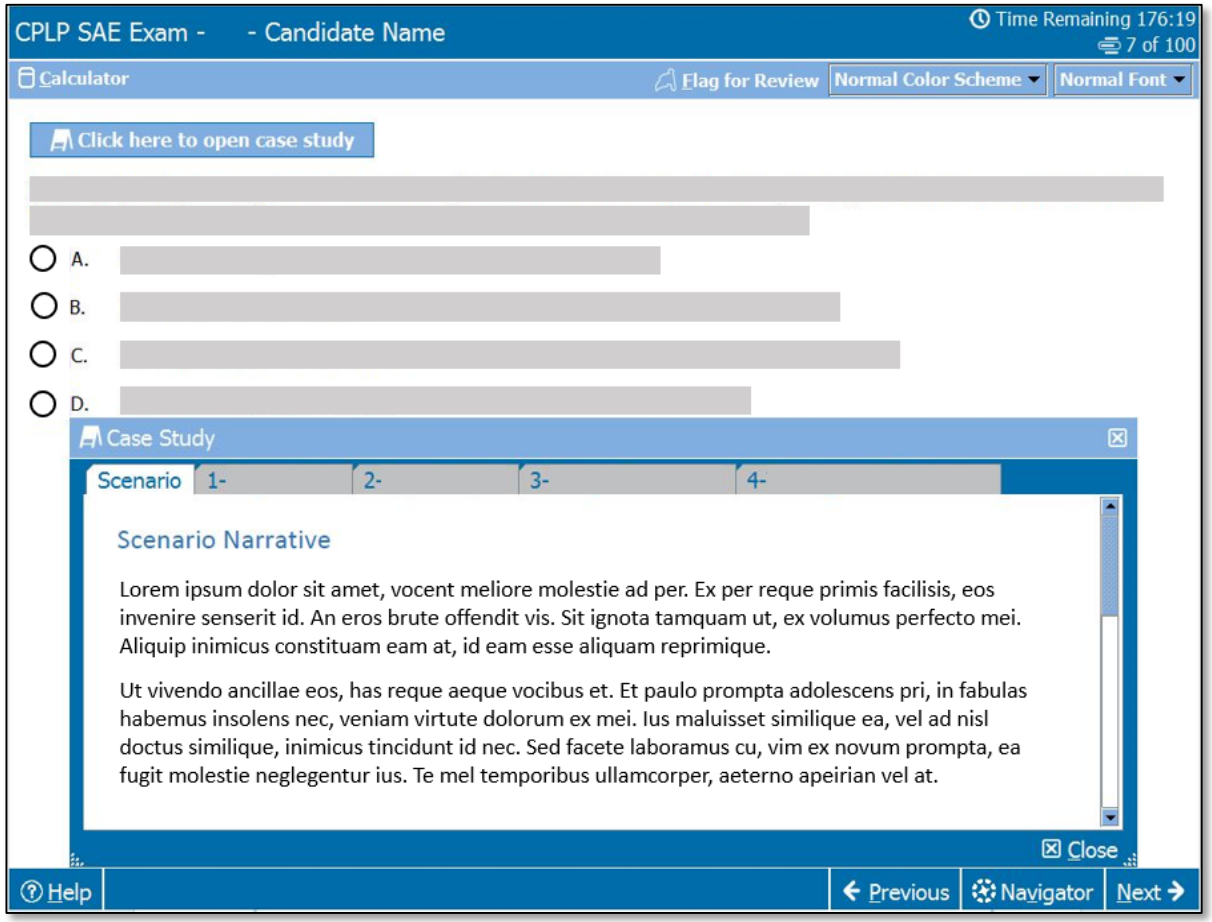
KA5. Designs a curriculum, program, or learning solution: Uses a variety of techniques for determining instructional content; plans and designs the curriculum, program, or learning solution; designs an experience that enables informal learning.

Starts on page 41 of the CPLP Certification Handbook

Skills Application Exam Prep

- Choose the AOE in which you have the most experience
- Review your AOE in the Learning System
- Review content outline for AOE
  - Can you apply the concepts listed?
- Read the SAE Study Preparation Guide
- Take the SAE Practice Tests
- Evaluate your current or recent projects against best practices in Learning System

2019 ATD | All Rights Reserved.



SAE Sample Screen

You will have one screen with windows as shown above.

Type of Questions on SAE

Sample Multiple Choice Question

Which of the following demonstrates that the talent development professional selected the learning approach that BEST addresses the needs of the learners and the organization?

Choose ONE.

A. ○ SWOT analysis
B. ○ Cost analysis
C. ○ Climate survey
D. ○ Audience analysis

Sample Short Answer Question

Participants' ability to perform the pin insertion task will be measured at which Kirkpatrick level?

Type your answer in the box below.

65 characters

Sample Multi-Select Question

Which curriculum platform elements of the Developing Future Executive Leaders program represent the 70 of the 70-20-10 model?

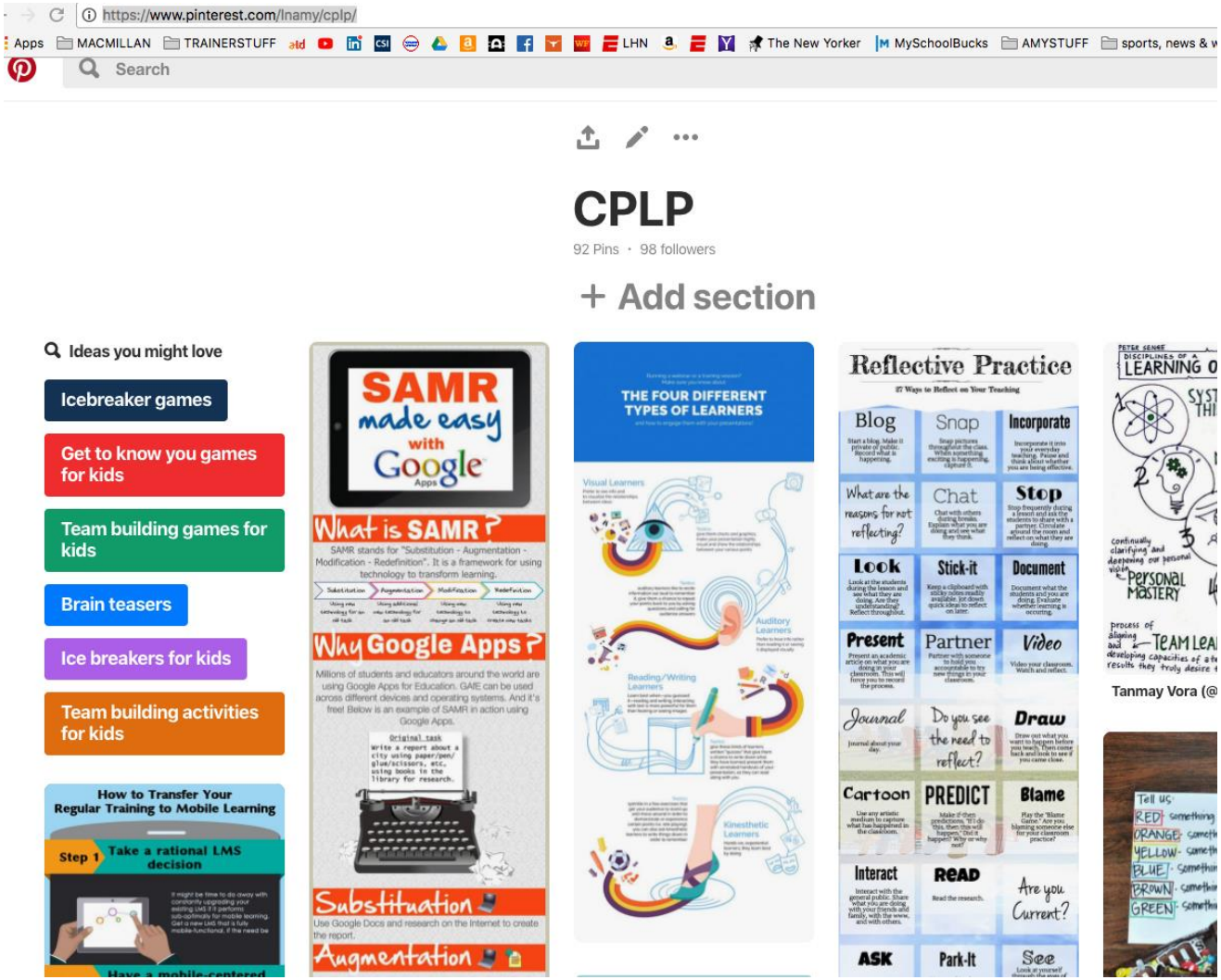
Choose THREE.

□ Senior executive shadowing
□ Job rotations
□ Performance development and assessments
□ Core process projects
□ Program orientation
□ Procedural instruction and review

SAE Preparation Strategies

- Use visuals from surprising sources
  - Quizlet, Pinterest, Instagram
- Know answers to all questions in AOE
- Concentrate on AOE but don’t neglect key areas like Kirkpatrick, Learning Theories
- Teach others about what you are learning
- Practice skimming materials for key items

Get Visual!


https://www.pinterest.com/lnamy/cplp/
Apps
MACMILLAN
TRAINERSTUFF
LHN
The New Yorker
MySchoolBucks
AMYSTUFF
sports, news & w
Search
CPLP
92 Pins · 98 followers
+ Add section
Ideas you might love
Icebreaker games
Get to know you games for kids
Team building games for kids
Brain teasers
Ice breakers for kids
Team building activities for kids
How to Transfer Your Regular Training to Mobile Learning
Step 1
Take a rational LMS decision
SAMR made easy with Google Apps
What is SAMR ?
SAMR stands for "Substitution - Augmentation - Modification - Redefinition". It is a framework for using technology to transform learning.
Why Google Apps ?
Millions of students and educators around the world are using Google Apps for Education. GAfE can be used across different devices and operating systems. And it's free! Below is an example of SAMR in action using Google Apps.
Substitution
Use Google Docs and research on the Internet to create the report.
Augmentation
THE FOUR DIFFERENT TYPES OF LEARNERS
Visual Learners
Auditory Learners
Reading/Writing Learners
Kinesthetic Learners
Reflective Practice
Blog
Snap
Incorporate
What are the reasons for not reflecting?
Chat
Stop
Look
Stick-it
Document
Present
Partner
Video
Journal
Do you see the need to reflect?
Draw
Cartoon
PREDICT
Blame
Interact
READ
Are you Current?
ASK
Park-It
See
Tanmay Vora (@
Tell us
RED
ORANGE
YELLOW
BLUE
BROWN
GREEN

SAE Time Management

- Clock counts backwards
- 45 minutes/case study - set benchmarks
  - 2 hrs 15 min after CS 1, etc
- Read questions before materials
- Skim materials for answers
- Answer questions as you go
- Practice working with one screen

Test Taking Strategies

- Read the instructions at the beginning – time clock doesn't start until you're done
- Don't be distracted by question length
- Focus on core of each question
- Go with your first instinct
- Flag questions you want to review
- You don't have to get 100%
- Eat a good breakfast

Questions for Panelists?

- Please chat out your questions
- Indicate if it is intended for a specific person

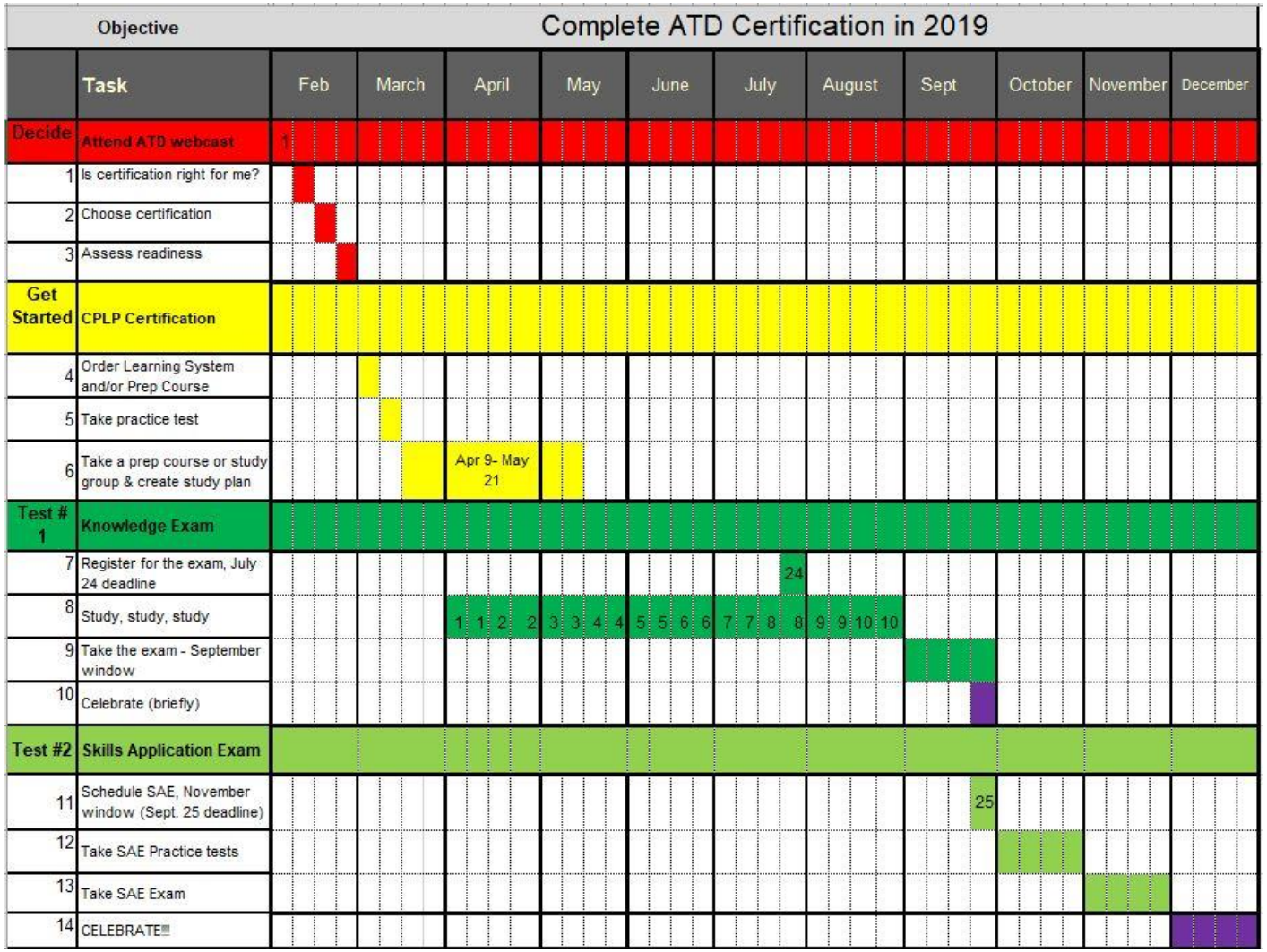
2019 ATD | All Rights Reserved.

Links to Resources

- Active candidates page
  - Handbook
  - ATD Practice test instructions
  - Timeline template
  - Study plan worksheet
  - www.td.org/certification/active-candidates
- Practice tests
  - www.td.org/skilltracker

2019 ATD | All Rights Reserved.

Sample Timeline



Objective		Complete ATD Certification in 2019										
	Task	Feb	March	April	May	June	July	August	Sept	October	November	December
Decide	Attend ATD webcast	1										
1	Is certification right for me?											
2	Choose certification											
3	Assess readiness											
Get Started	CPLP Certification											
4	Order Learning System and/or Prep Course											
5	Take practice test											
6	Take a prep course or study group & create study plan			Apr 9- May 21								
Test # 1	Knowledge Exam											
7	Register for the exam, July 24 deadline							24				
8	Study, study, study			1 1 2 2	3 3 4 4	5 5 6 6	7 7 8 8	9 9 10 10				
9	Take the exam - September window											
10	Celebrate (briefly)											
Test #2	Skills Application Exam											
11	Schedule SAE, November window (Sept. 25 deadline)								25			
12	Take SAE Practice tests											
13	Take SAE Exam											
14	CELEBRATE!!!											

2019 ATD | All Rights Reserved.

Additional Resources Available

CPLP Prep Page

- SAE Practice Cases
- SAE Preparation Guide

- CPLP Interactive Guide Section on SAE
- 10-Minute case studies (members-only) https://casebycase.td.org/
- Local Chapters www.td.org/chapters

Next Steps?

CPLP Handbook

- Policies governing the program
- Schedules and Fees
- What to Expect at the Test Center
- Content Outline of the Exam(s)

Download a copy of the Handbook

https://www.td.org/certification/active-candidates

Join our group on LinkedIn

https://www.linkedin.com/groups/8664160/

2019 ATD | All Rights Reserved.

Explore our Website: td.org/cplp

Email: skaiden@td.org

Give us a call!

Sue Kaiden
703-683-7266

2019 ATD | All Rights Reserved.

Prep Course Schedule

CPLP Prep Courses

Face to Face

- May 17-18, Washington, DC
- Sep 5-6, Alexandria, VA
- Dec 2-3, New York, NY

Live Online

- Apr 9-May 28
- Jul 18-Aug 29
- Oct 17-Dec 5

On-Demand

- Anytime, anywhere

2019 ATD | All Rights Reserved.