

Agenda

- Overview of CPLP Process
- Skills Application Exam (SAE) Basics
- Preparation Strategies
- Creative Ways to Study
- Pitfalls to Avoid
- Test Taking Strategies
- Advice for Candidates
- Q&A

Overview of CPLP Process

Earning the CPLP

Eligibility

- 5 years full-time work experience
- 4 years work experience plus 1 year related education
- 4 years experience plus ATD Master series or APTD

How Achieved

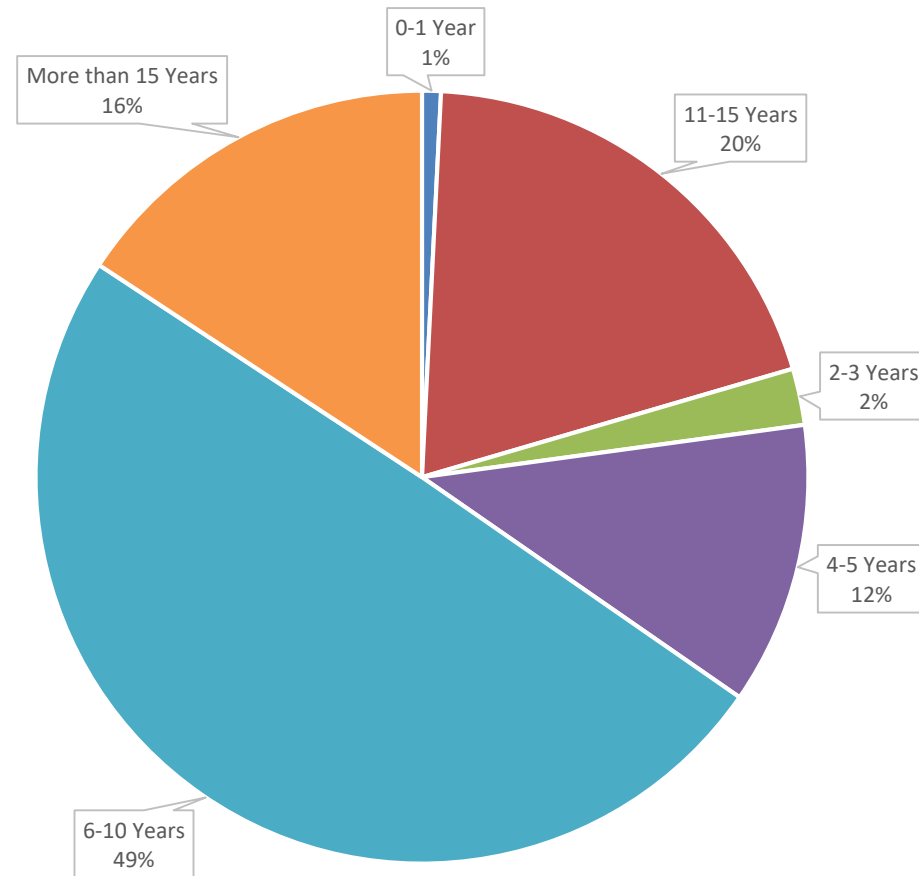
Awarded after passing:

- 150-item Knowledge Exam covering 10 areas of expertise
- 100-item Skills Application Exam in one area of expertise (chosen from three options)

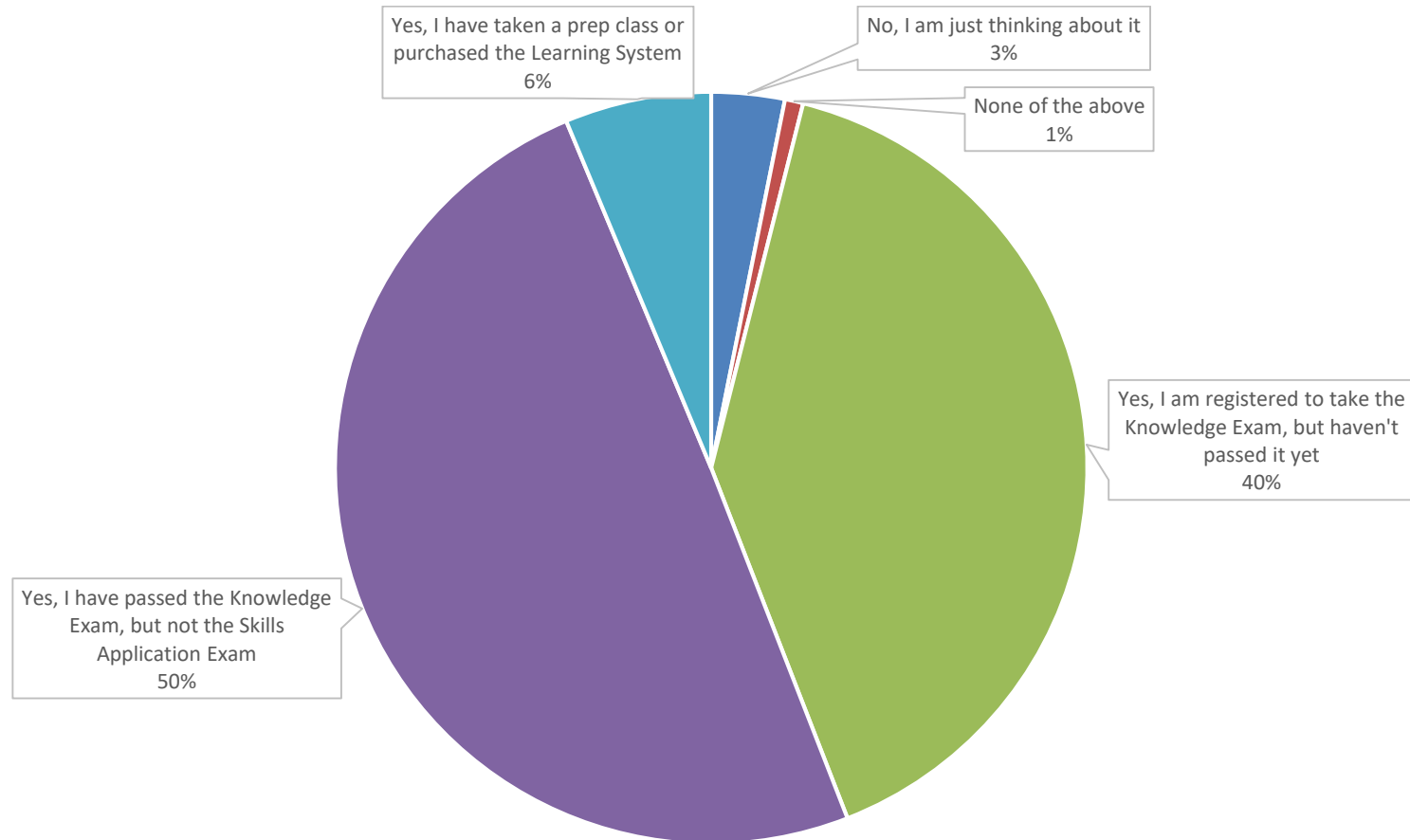
Recertification

Continuing professional development is required to maintain the certification; 60 hours every 3 years

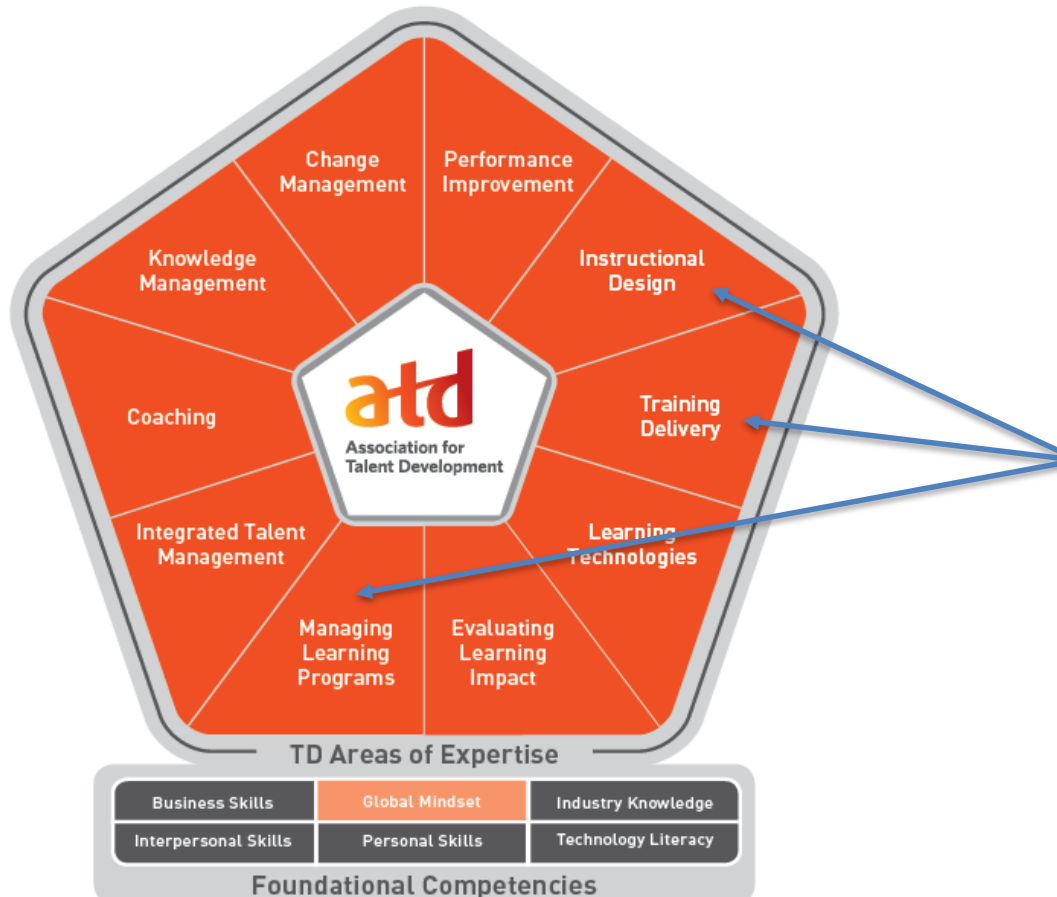
Years of Experience



Progress Towards CPLP



Focus of the SAE



- Based on ATD competency model
- Applying theory to real world scenarios
- One area of expertise
TD, ID, MLP
- Case studies on the area of expertise (AOE) you choose
- Questions will draw upon other AOE's

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Skills Application Exam (SAE)

- Must pass Knowledge Exam (KE) first
- SAE focuses on one area of expertise
- Computer-based case-study exam
- Average time to study for exam = 40 hours
- Pass rate ~70%

Skills Application Exam Format

- 4 case studies – overview plus 6-11 pages of supporting documentation
- 25 questions for each case (100 total)
- 3 hours to take the exam

Type of Questions

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.

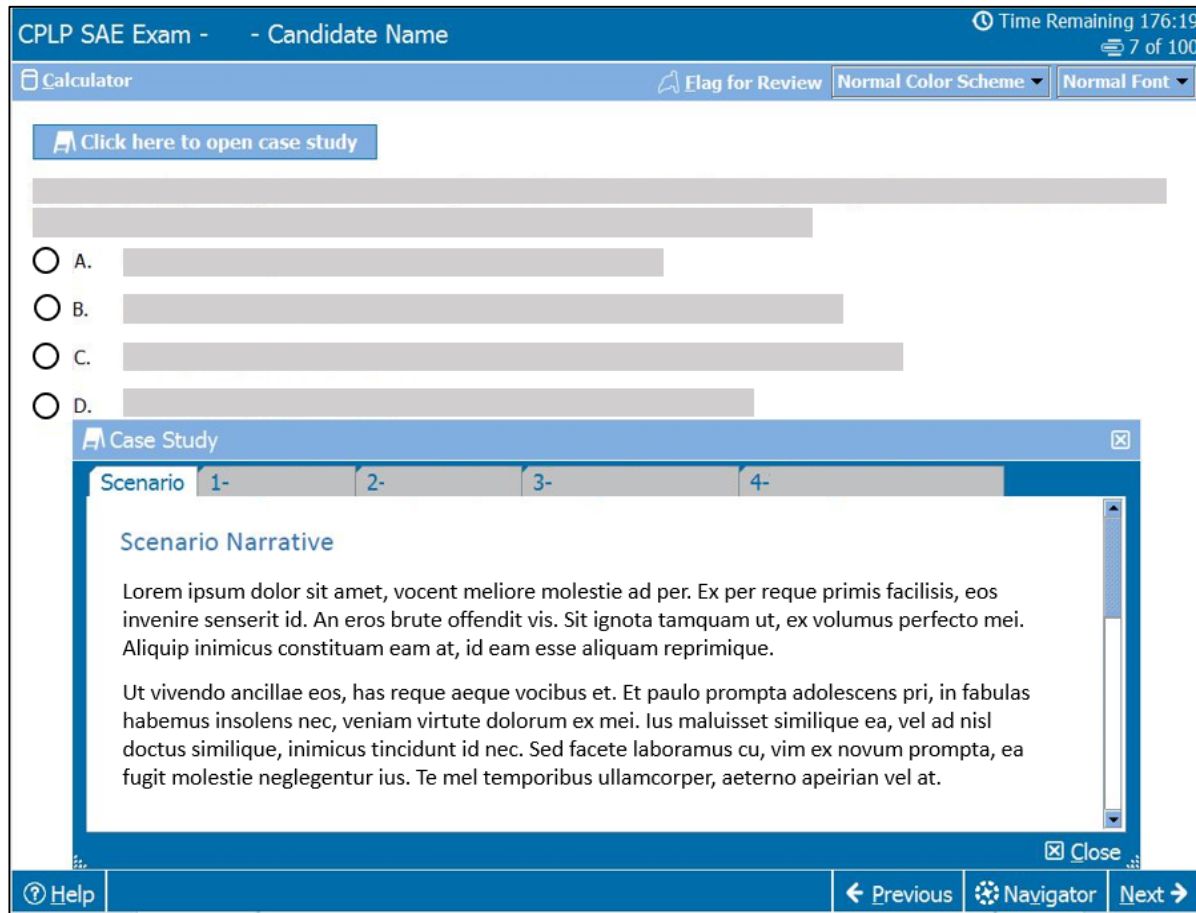
65 characters

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 Sample Screen

You will have one screen with windows as shown above.

Our Panelists

- Denise Hicken
- Laura Schart
- Lacey Wieser



Preparation Strategies

- Study Plan
- Learning System
 - Don't ignore related areas
- SAE Prep Guide
- Review content outline for AOE
- Practice Tests
 - Time yourself
- Outside Resources

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 Design⁵

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.

Creative Study Techniques

- Watch YouTube videos on specific topics
- Talk through the material
- Teach others what you are learning
- Develop your own e-learning course
- Audit your work vs. learning system
- Read outside the Learning System
- Use visuals from surprising sources
 - Quizlet, Pinterest, Instagram

Get Visual!



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



Pitfalls to Avoid

- Not varying your study methods
- Putting it off too long (after KE)
- Focusing on memorization
- Getting discouraged
- Psyching yourself out
- Overthinking your answers



Test Taking Strategies

- Eat a good breakfast and hydrate
- Schedule the test for your best time of day
- Allow extra time to get to the exam center
- Read the instructions
- Skim the case materials first
- Choose your first case



Test Taking Strategies

- Read questions carefully
- Don't be distracted by question length
- Focus on core of each question
- Trust your first instinct
- Flag questions you want to review
- Review all flagged answers
- Use the white board for notes

Review Screen

Item Review Screen

☐ Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged for review. (Click the 'flag' icon to change the flag for review status.)

You may also click on a question number to link directly to its location in the exam.

☐ Exam Section

Case Study Introduction	Question 1	Question 2
Question 3	Question 4	Question 5
Question 6	Question 7	Question 8
Question 9	Question 10	Question 11
Question 12	Question 13	Question 14
Question 15	Question 16	Question 17
Question 18	Question 19	Question 20
Question 21	Question 22	Question 23
Question 24	Question 25	Case Study Introduction
Question 26	Question 27	Question 28

End Review

Review All

Review Incomplete

Review Flagged

Time Management

- Pay close attention to time
- Clock counts backwards
- 45 minutes/case study - set benchmarks
 - 2 hrs 15 min after CS 1, etc
- Skim materials for answers
- Time your practice cases
- Practice working with one screen



Advice for Candidates

- Focus on application
- Ideal scenario
- Progressive lenses – right distance?
- Use the time before the test to orient yourself
- Breathe



Resources Available

CPLP Prep Page

- SAE Practice Cases
- SAE Preparation Guide
- CPLP Interactive Guide Section on SAE
- Active Candidates Page
 - Certification Handbook for Content Outlines
 - SAE Preparation Guide
- 10-Minute case studies (members-only)
<https://casebycase.td.org/>

Additional Resources

- [Linked In Group for CPLP Candidates](#)
- SkillTracker www.td.org/skilltracker
 - Self Assessment – compare yourself against the ATD competency model
- Local Chapters www.td.org/chapters
- [Rocky Mountain Chapter](#) – virtual study group

Questions?

- Type your questions for panelists in the chat module to All Participants



Contact Us

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