

The logo for the Association to Advance Collegiate Schools of Business International (AACSB) is displayed in a stylized, lowercase font. The letters 'a' and 't' are orange, while 'd' is red. The logo is centered within a white rectangular box that has a thin red border. This box is positioned in the upper middle of the slide, flanked by horizontal gold lines above and below it.

atd

CERTIFICATION  
INSTITUTE

# Insights on the New Certification Exams and Process

September 11, 2020

# 1. Reminders

Timing, Scoring, Preparation

# 2. Panel Discussion

Hear from those who have taken the new exams

# 3. Questions

Your Questions Answered

TODAY'S  
CONTENT



## Caveat

*To be fair to all candidates, we will not be discussing or fielding questions about:*

- *the exams' questions*
- *content specifics of the exams*
- *opinions about difficulty of the exams.*



# PART 1

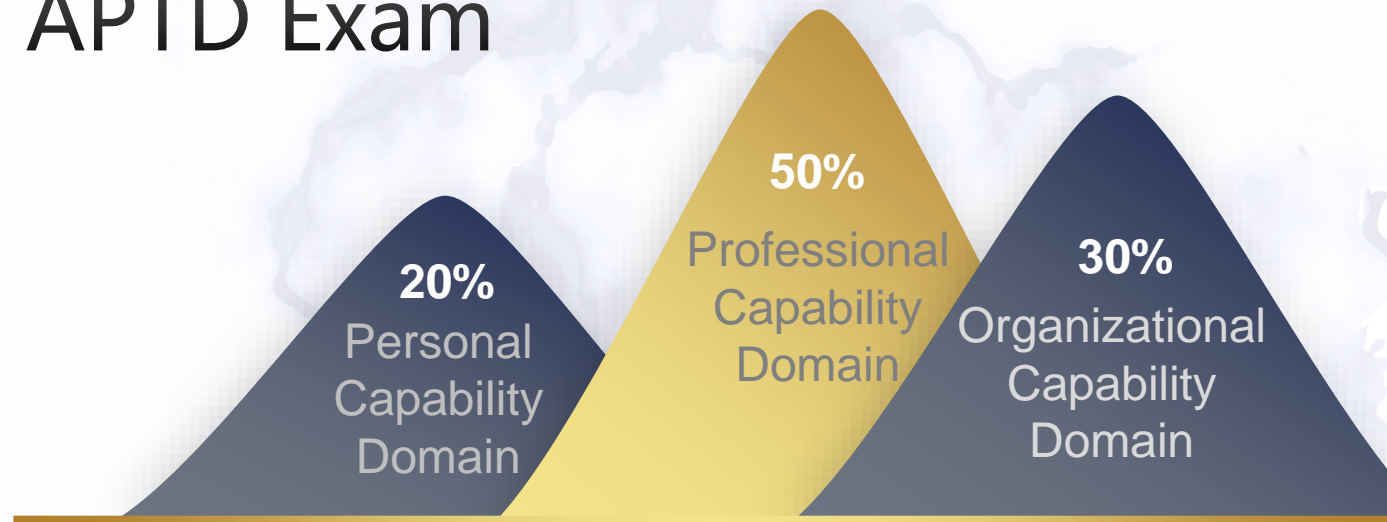
## Reminders

Timing, Scoring, Preparation





# APTD Exam



**125 Multiple Choice Questions**

Focus on knowledge-  
Recall/Application;  
Each question worth 1 point



**120 minutes  
(2 hours)**

Optional Timer on  
the Screen



**Scores are Immediate**

Return to  
Certification Portal  
for Score Report

# APTD Administration Timing

September 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



APTD  
Administration  
Window



Registration  
Deadline

November 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

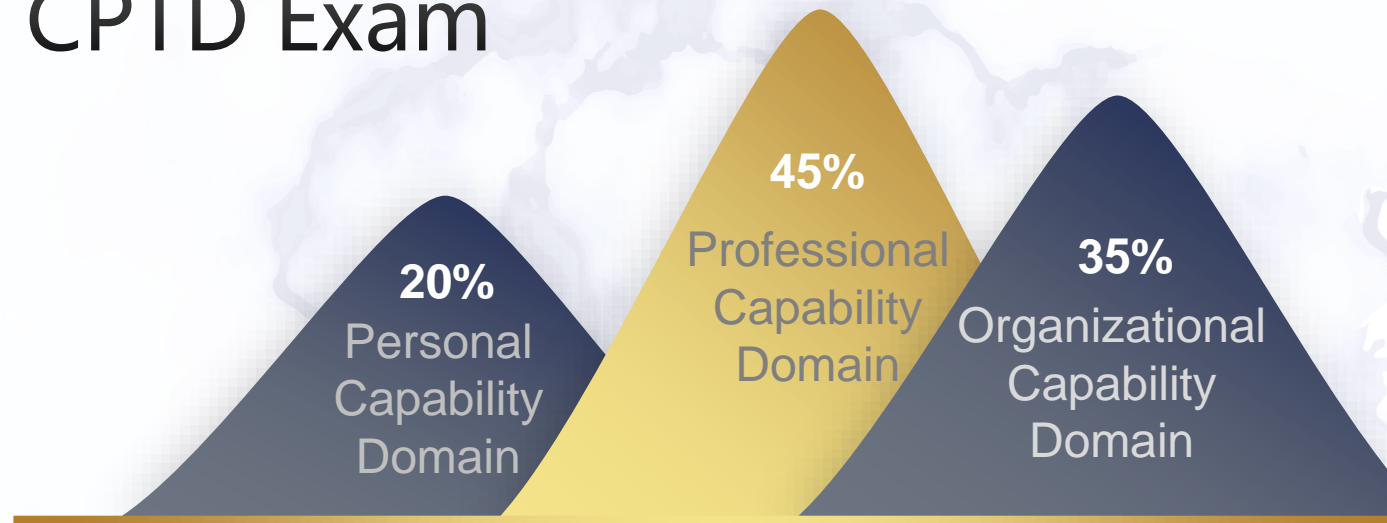
December 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*First 2021 APTD Windows: January 6 - 31 & March 1 - 24*



# CPTD Exam



**Mix of Questions  
MCQ & CMQ**

Focus on knowledge  
and skill;  
Application/Analysis



**180 minutes  
(3 hours)**

Optional Timer on  
the Screen



**Scores are Immediate  
After Pilot Window**

Return to  
Certification Portal  
for Score Report



# CPTD Pilot Timing

## CPTD Pilot Window

August 5 – September 30, 2020



**Setting the  
Cut Score**  
October 1 - 14

## QC & Approval

October 15 - 31



**Candidate  
Notifications**  
November 1 - 15





# Scoring- CPTD



## Multiple Choice Questions

90 multiple choice questions-  
Not all are scored, but of those that are scored, they all are worth 1 point.

## Case Management Questions

10 cases with multiple steps-  
Not all are scored, but of those that are scored, each correct response is +1 point and each incorrect is -1 point



# APTD & CPTD Scoring

- The Candidate Notifications will point people back to the Certification Portal to retrieve their results in the form of a score report and if successful, their digital certificate.
- Actual certification packages will be mailed 4-6 weeks later when they have been printed and signed by the CEO.
- Unsuccessful candidates can retest starting with the next window. Score reports will include a scaled score between 200-800 with 500 being passing. Diagnostic feedback will be offered for those candidates whose scores are below 500 in the form of these domain recommendations:

Continued Review is Recommended	Scored Above the Cut in this Domain
Moderate Improvement is Needed	Scored Around the Cut in this Domain
Significant Improvement is Needed	Scored Below the Cut in this Domain



# Scoring- APTD & CPTD



The total number of points earned on the exam must equal or surpass the cut score for the exam.

The cut score is not released since the different forms of the exam in the field are different and the cut score differs.

Individually, we will report the scaled score for all and diagnostic feedback for those who are unsuccessful.





# Preparation

Certification indicates you have an understanding of  
**BEST PRACTICES** or **INDUSTRY STANDARDS**



Exam Content Outlines are based on the level of experience against the research-based Capability Model, the industry's standards of knowledge and skills needed to perform the job successfully.

Questions are written by APTDs or CPTDs and are referenced against the industry-accepted works, as seen in the Resource Reading Lists.

It's not the "ATD way" It is what the industry says is a best practice.





# Preparation Options

Join a study group | Take an ATD Prep Course | Create your own cases to drill with | Use the Gap Assessment to map your strengths and weaknesses | Use the Resource Reading List | Reference the TDBoK | Make visuals | Listen to industry-produced videos | Make your own flashcards | Create a study plan | Find a study buddy | Try 3<sup>rd</sup> party prep | Use td.org resources | Seek resources from your local chapter | Find a mentor | Carve out reading time | Look at sample questions | Chart out the theories | Create your own study group | Ask questions | Use resources from your eligibility professional development | Take time to understand the KSAs in the Content Outline | Reach out to a SME for help on individual topics | Use your network | Learn test-taking strategies | Drill with your own MCQs | Think “industry standards” | Strive to be better





# Steps of Preparation

## Discover

Content Outline  
Study Plan  
Resources

01

02

## Document

Gaps  
Industry Standards  
Time Allotted

## Drill

Application of  
Concepts  
Questions  
Cases

04

03

## Do

Read texts with  
industry standards  
Connect with others  
Think how you learn  
best





# PART 2

## Panel Discussion

Hear from those who have taken the  
new exams!



# Today's Panelists



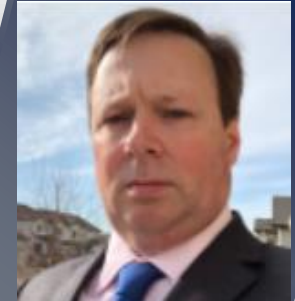
**Sarah Cusack, APTD**  
**Took APTD in July '20**



**Victoria Nelson, APTD**  
**CPTD Pilot Candidate**



**Kara Reed**  
**CPTD Pilot Candidate**



**Gregory Rollins, APTD**  
**CPTD Pilot Candidate**





# Sarah Cusack, APTD

- Safety and Development Specialist with 3+ years at Arborwell in CA, a small to mid-size company;
- Self-starter who created her position to help develop talent within the treecare company



Strategy

**Focused on APTD Content Outline, TDBoK, and made Flash Cards**



Think

**Think “Industry Standards” when answering questions**



Try

**Recommends *The Art and Science of Training, Design for How People Learn*, and *ATD Technical Training Basic series***



# Victoria Nelson, APTD



- Training Program Manager, Statistical Center for HIV/AIDS Research and Prevention (SCHARP)
- Over 10 years of experience in L&D



Strategy

Used various methods to study, both formal and informal- ATD prep courses, study group



Think

Think about the answer to the question before looking at responses



Try

Recommends not relying on TDBoK; she spent way more than 80 hours preparing



# Kara Reed



- Senior Technical Trainer at Freeport-McMoRan, an international mining company, with roots in K-12 and higher education
- Now focuses on training the trainers



**Strategy**

**Created visuals to help learn material**



**Think**

**Find ways to differentiate and remember the focus of the theories by name**



**Try**

**Recommends staying on top of the exam timing to ensure your pacing is on track**



# Gregory Rollins, APTD



- E-learning instructional designer at Terumo BCT, a manufacturer of medical devices relating to blood component and cellular technologies.
- Self-professed “accidental trainer”



**Strategy**

**Took notes to study, condensing his thoughts around the different concepts**



**Think**

**Use third-party resources to fill gaps**



**Try**

**Recommends that candidates focus on concepts over memorization; concentrate on how to use the theories.**





# Candidate Questions



*To be fair to all candidates, we cannot discuss the exam question/content specifics of the exam or opinions about difficulty of the exams.*

**What are the best tools/resources to prepare for the exam?**

- Dawn in California

**How much time does it take to study for the exam? And what's the best practice to prepare myself for the exam?**

- Mohamed in Saudi Arabia

**What would you do differently to prepare?**

- Adam in Wisconsin

# Candidate Questions



*To be fair to all candidates, we cannot discuss the exam question/content specifics of the exam or opinions about difficulty of the exams.*

**How did you manage any test anxieties prior to and during the exam?**

- Laurie in Virginia

**What would recommend for time management during the exam?**

- Leigh in Florida

**How did you handle note-taking during the exam?**

- Melody in Texas



# Candidate Questions



*To be fair to all candidates, we cannot discuss the exam question/content specifics of the exam or opinions about difficulty of the exams.*

**What are your pros and cons of in-person vs. remote testing?**

- Ashley in Arkansas

**How easy is it to test at home?**

- Sean in New York

**Did you feel the test center followed protocols to prevent the spread of COVID-19?**

- Pam in Georgia



# PART 3

## Questions

Chat out your questions and be sure to indicate if there is a particular person you'd like to have answer you!



# Questions?



Sarah



Victoria



Kara



Gregory



# Useful Links

## LinkedIn Candidate Groups

APTD: [linkedin.com/groups/8660635/](https://www.linkedin.com/groups/8660635/)

CPTD: [linkedin.com/groups/8896013/](https://www.linkedin.com/groups/8896013/)

## Exam Preparation Pages

APTD: [td.org/certification/new-aptd/prepare](https://td.org/certification/new-aptd/prepare)

CPTD: [td.org/certification/cptd/prepare](https://td.org/certification/cptd/prepare)



THANKS