



# **10 Steps to Certification in 2021**

January 21, 2021



CERTIFICATION  
INSTITUTE





# AGENDA

1. Decision
2. Eligibility
3. APTD vs. CPTD
4. Timing
5. Plan Your Studies
6. Apply for the Exam
7. Study
8. Schedule the exam
9. Take the exam
10. Celebrate!



# 1. Your Decision

Has three parts...

- Should I pursue a certification?
- Which type of certification is best?
- Which specific certification is for me?

# Certificate, certification or degree?

	Certificate	University Degree	Professional Certification
Course(s) required	Yes	Yes	No
Eligibility reqs?	No	Yes	Yes
Assessment based	No	Yes	Yes
Industry standard	No	No	Yes
Recertification	No	No	Yes
Time required	Days/Weeks	Years	Months
Cost	\$\$	\$\$\$	\$

# Professional Certification



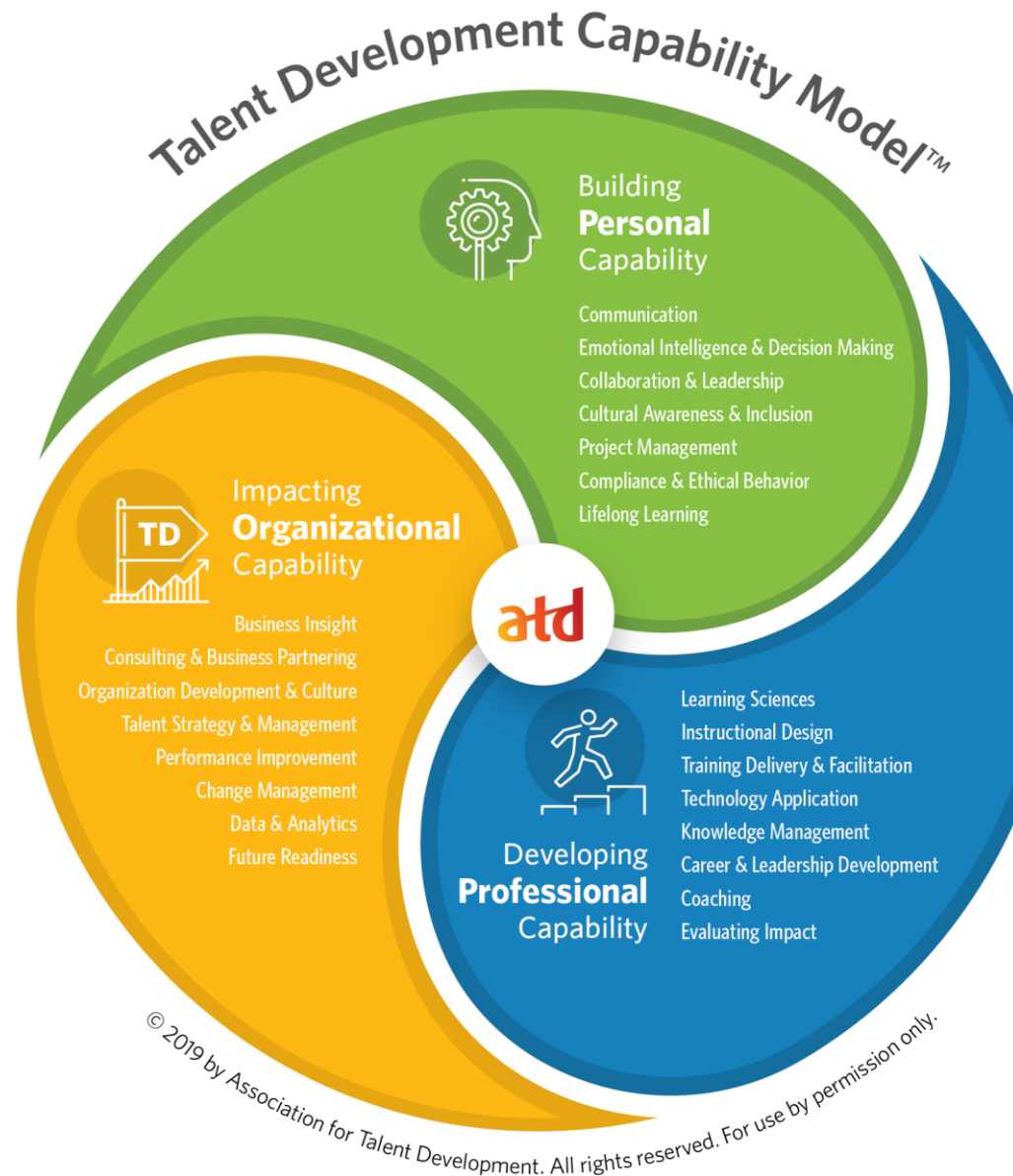
Recertification

Exam

Eligibility

# Certifications Grounded in Research

- Tied directly to the Talent Development Capability Model
- Exam Content developed by analyzing responses from target audience
- Exams cover a subset of knowledge and skills in capability model





## 2. Eligibility

Work Experience



Professional Development



# ATD CI Certifications

## Associate Professional in Talent Development (APTD)

- 3 years of experience plus 28 hrs professional development
- Focused on knowledge needed at 3-year mark
- Focus on foundational knowledge



## Certified Professional in Talent Development (CPTD)

- 5+ years of experience plus 60 hrs professional development
- Focused on application and decision making
- Deeper focus on organizational capabilities



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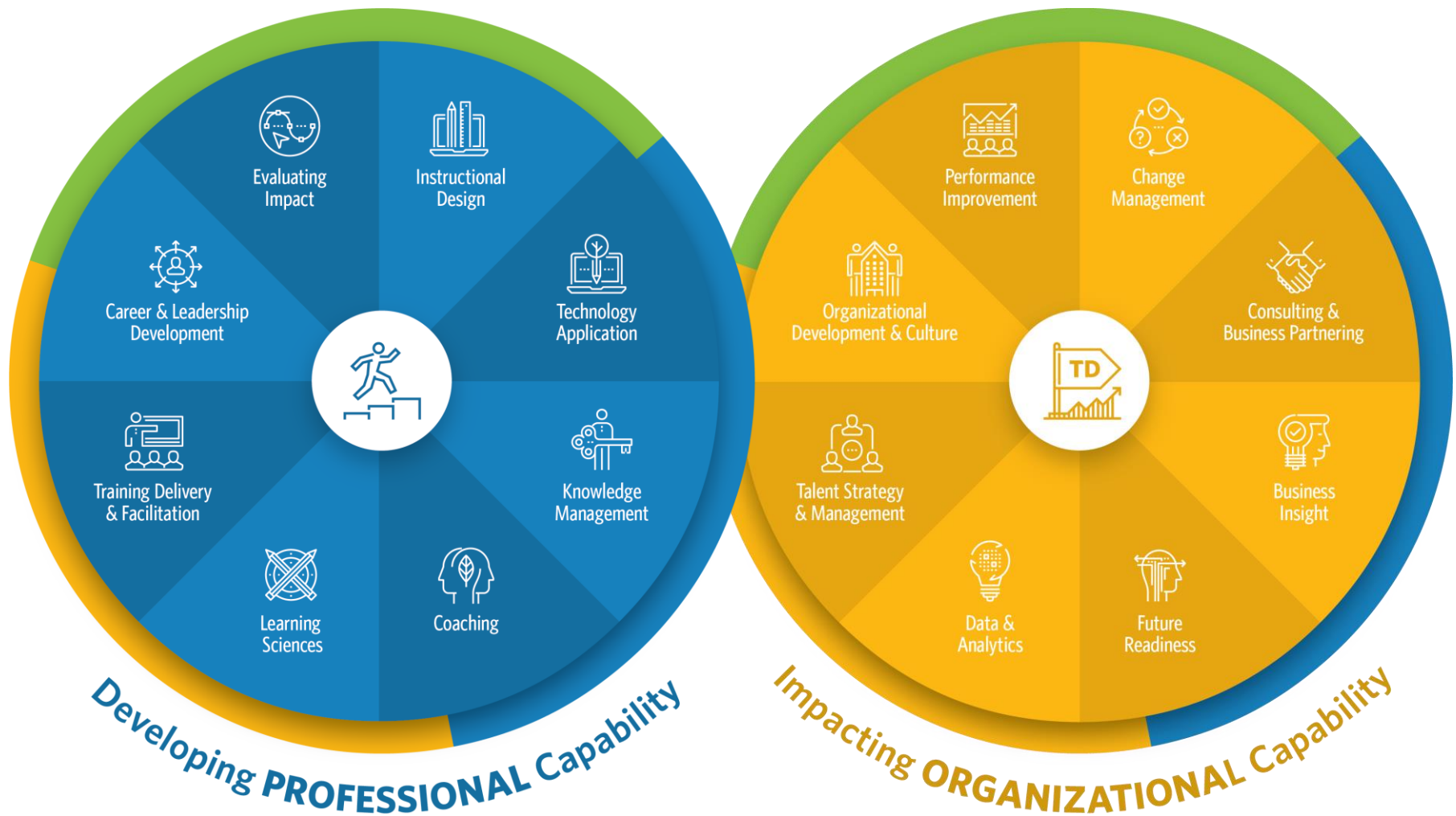


# Am I Eligible? Years of Experience

Working with **adults**, performing talent development activities as described in the Developing Professional Capability and/or Impacting Organizational Capability domains of the Talent Development Capability Model



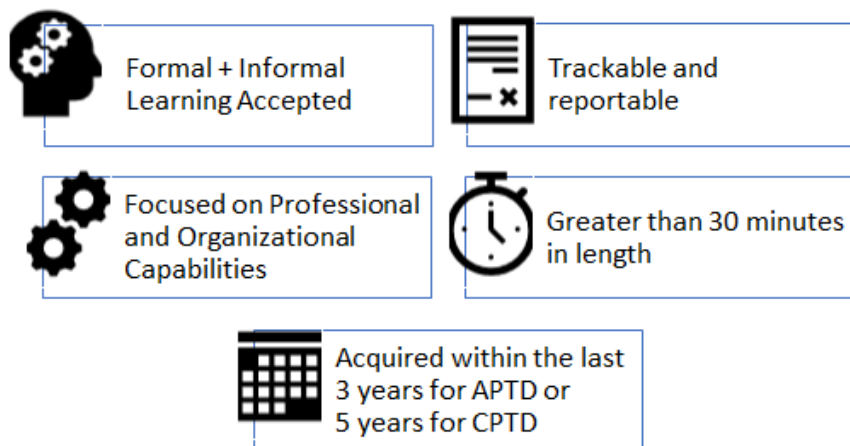
# Eligibility Professional Development Focus



The application will ask you to classify which area your professional development covers.

# Professional Development Requirement

## Reported Activities Must Be:



## Examples of Commercially Available Providers



4

Having an **ATD Master Series** designation satisfies full professional development requirement for *both APTD or CPTD*

Having a current **APTD** credential satisfied full professional development requirement for *CPTD*



### 3. APTD vs. CPTD

- What are my career goals?
- Has my experience been broad-based or narrow?
- How familiar am I with the material?

# Exam Content & Format

APTD Exam	CPTD Exam
<ul style="list-style-type: none"><li>• Primarily knowledge</li><li>• 125 multiple choice questions</li><li>• 2 hours</li><li>• Capability Breakdown<ul style="list-style-type: none"><li>• 20% Personal</li><li>• 50% Professional</li><li>• 30% Organizational</li></ul></li><li>• <a href="#">APTD Content Outline</a></li></ul>	<ul style="list-style-type: none"><li>• Knowledge &amp; application</li><li>• 90 multiple choice</li><li>• 10 case management questions – multi-step</li><li>• 3 hours w/ 10 min break<ul style="list-style-type: none"><li>• 20% Personal</li><li>• 45% Professional</li><li>• 35% Organizational</li></ul></li><li>• <a href="#">CPTD Content Outline</a></li></ul>

# Comparison of Exam Content

## **APTD:**

### **Career & Leadership Development**

- Knowledge of leadership development practices and techniques (for example, formal training programs, job rotation, and coaching and mentoring).
- Knowledge of career development methods and techniques (for example, job rotations and stretch assignments).

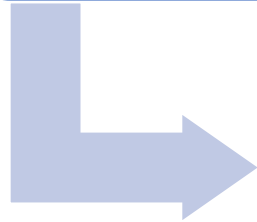
## **CPTD:**

### **Career & Leadership Development**

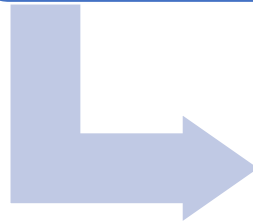
- Skill in sourcing, designing, building, and evaluating leadership development experiences.
- Knowledge of how to develop and implement qualification programs.

## 4. Timing: When Should I Take the Exam?

When is the exam being offered?



How much time will I need to study?



What is going on in my life?



# Upcoming Exam Windows

CPTD Exam Registration Deadline	Upcoming Test Windows
March 6, 2021	April 7- June 23, 2021 (May excluded)
May 1, 2021	June 2 – August 25, 2021 (July excluded)
July 2, 2021	August 4 – October 27, 2021 (September excluded)
<a href="#">CPTD Exam Page</a>	

APTD Exam Registration Deadline	Upcoming Test Windows
February 2, 2021	March 3 – May 26, 2021 (April excluded)
April 4, 2021	May 5 – July 28, 2021 (June excluded)
June 6, 2021	July 7 – September 22, 2021 (August excluded)

[APTD Exam Page](#)



# How much time will I need to study?

- **APTD** – report studying 60-80 hours on average
- **CPTD** – report studying 80-120 hours to prepare for the exam



# 5. Plan Your Studies

- Download the [Study Planning Guide](#)
- Review the content outline
- Do a [self assessment](#)
- Consider how you study best
- Look at the study resource list
- Develop your plan

# Self Assessment



[www.td.org/capability-model](http://www.td.org/capability-model)

# Learning Plan





# Study Resources Available

- Self assessment
- [Prep courses](#)
- Sample questions
- [TD BoK](#)
- Webcasts
- LinkedIn Groups
- Study Groups



## 6. Apply for the Exam

- Eligibility clock starts when you apply & pay
- 18 months to take the exam
- [Step by step instructions for applying](#)
- Test center and remote testing options
  - [APTD Apply page](#)
  - [CPTD Apply page](#)



# What You'll Need to Apply

- Work Experience – dates
- Contact information for supervisors
- Resume
- Professional development dates, points and capabilities covered
- Decision about testing window





# 7. Study

- [Develop a schedule](#)
- [Consider a study group](#)
- TDBoK is a starting point
- Apply it to your work
- Teach back to your colleagues
- Use a variety of resources



## 8. Schedule Your Exam

- Schedule exam from [certification portal](#)
- Choose remote vs. test center option
- Find a convenient time and place to test
- Book your appointment
- Don't wait until the last minute!

# Remote Proctoring vs. Test Center

[www.td.org/certification/remoteproctoring](http://www.td.org/certification/remoteproctoring)

Pro	Con	Pro	Con
Structured setting	Public spaces are riskier for some people	Safer at home	Only one 10-minute break allowed
More frequent breaks (in addition to the formal 10-minute one built into the exam)	Limited appointments available	More appointment availability	Must have private space, good internet connection, and have no interruptions
	Have to reschedule 72 hours in advance or incur financial penalty	Can reschedule within pilot window up to appt. time without financial penalty	



## 9. Take the Exam

- Identification
- Security
- Remote testing requirements
- Testing screens
- Timing

# Item 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

(72 Unseen/Incomplete)

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



# 10. Celebrate!

- Exam results now available same day
- Download your digital badge
- Post to LinkedIn and elsewhere
- Add your credential to your signature



# What Next?

- Download the handbook
  - [APTD Handbook](#)
  - [CPTD Handbook](#)
- Check on your professional development
- Join the LinkedIn group
- Still have questions? Contact us:
  - [certification@td.org](mailto:certification@td.org)
  - Post questions in LinkedIn group
  - Call Sue Kaiden at 703-683-7266



# Resources for Candidates

- Active candidates page: [Active candidates](#)
- [APTD Candidate Preparation LinkedIn Group](#)
- [CPTD Candidate Preparation LinkedIn Group](#)
- [Professional Development](#) video
- [Sample Questions](#)
- [APTD Study Planning Guide](#)
- [CPTD Study Planning Guide](#)
- [Study Group Listing](#)
- TD BoK: [www.td.org/tdbok](http://www.td.org/tdbok)



# Q & A

Type your  
questions in  
the chat

[www.td.org/certification](http://www.td.org/certification)

[certification@td.org](mailto:certification@td.org)

