

# **Preparing for the New CPTD Exam**

March 18, 2021



**atd**

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CERTIFICATION  
INSTITUTE





# AGENDA

- Certification Overview
- Why did you decide to pursue the CPTD?
- Did you get value from the process?
- How did you prepare?
- What would you do differently?
- Testing center vs. remote proctoring
- Suggestions for the day of the exam
- Q&A

# Professional Certification



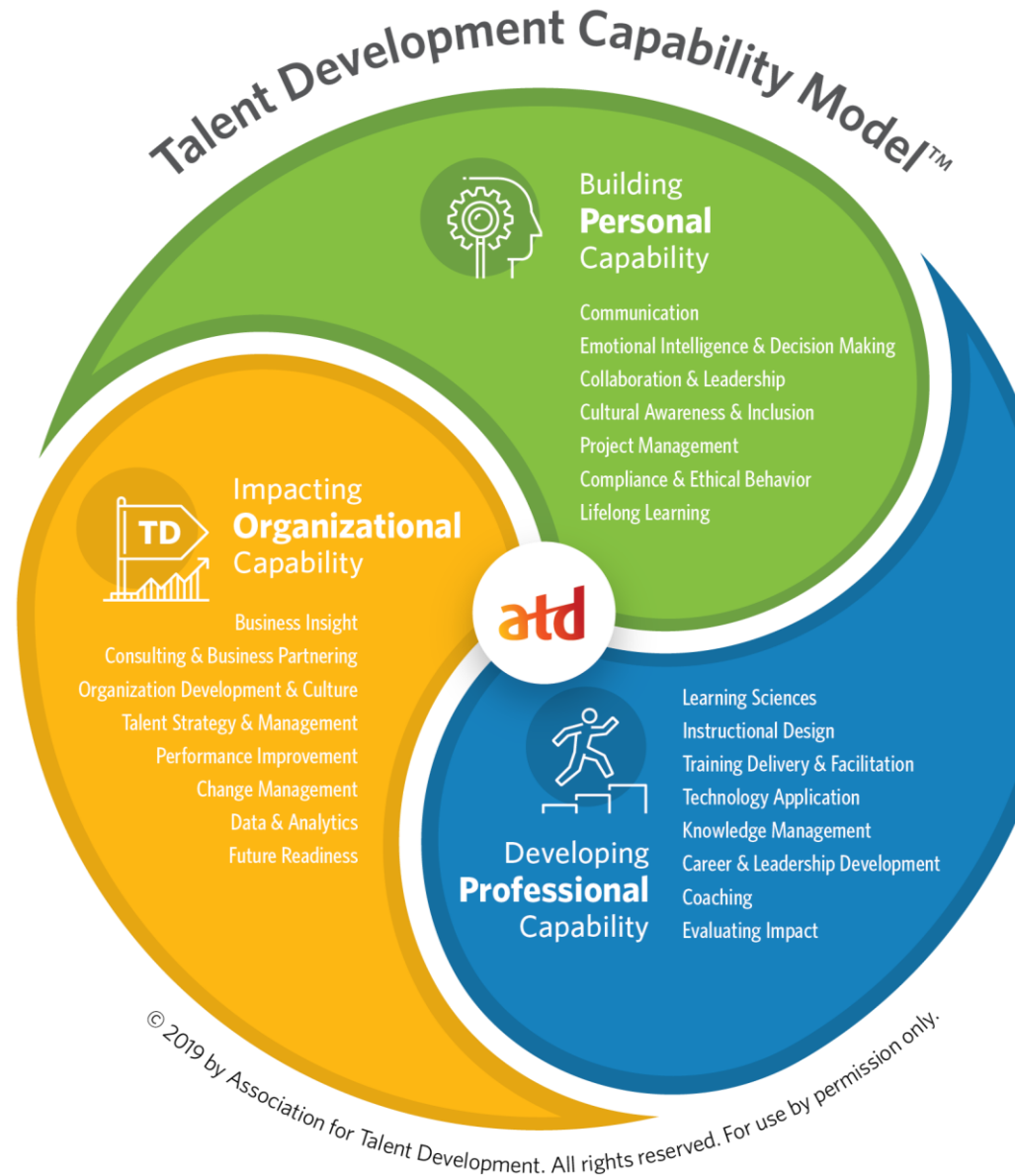
Recertification

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



# CPTD Certification

## Certified Professional in Talent Development (CPTD)

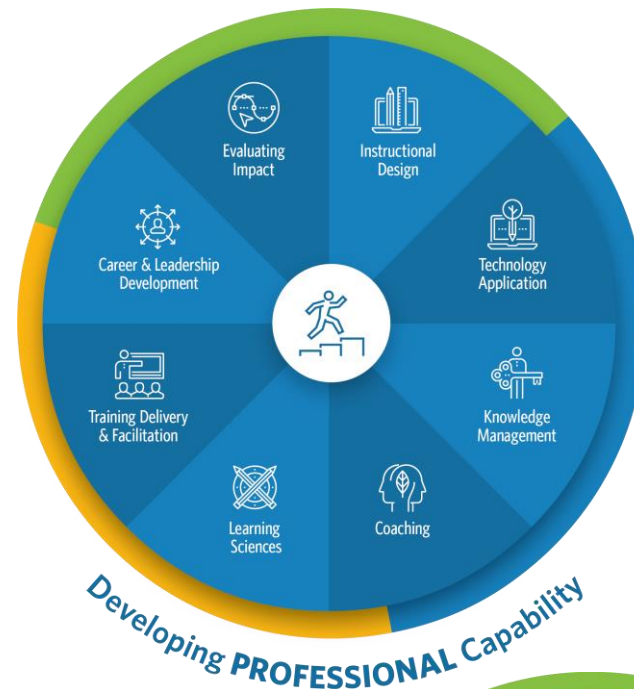
- 5+ years of experience plus 60 hrs professional development
- Focused on application and decision making
- Deeper focus on organizational capabilities



# 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

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





# Professional Development

- 60 hours of qualifying professional development
- Aligns with Professional and Organizational domains of [Talent Development Capability](#) model
- At least 30 minutes in length
- Reputable provider – virtual or instructor-led
- Must be able to provide proof of completion
  
- [For more details](#)

# Exam Content & Format

## CPTD Exam

- Knowledge & application
  - 20% Personal
  - 45% Professional
  - 35% Organizational
- 90 multiple choice
- 10 case management questions – multi-step
- 3 hours w/ 10 min break
- [CPTD Content Outline](#)





Bob Alberti



## Panelists

- **Chrys VanderKamp, CPTD**
- **Gina Snow, CPTD**
- **Melody Davis, CPTD**
- **Richard Parent, CPTD**



# Why pursue the CPTD?

- Career advancement – director-level position
- External validation of my professional skills
- Capability model basis increased value of credential
- Productive use of my time during COVID
- Increased credibility with stakeholders
- With new focus on holistic talent development practices - the time was right!



# Value from the Process

- Received a promotion
- Improved marketability
- Complementary content and practice studying for my master's
- Strong collaboration with stakeholders
- Better ability to explain process
- Holistic view of talent development
- Rounded out my leadership approach



# Most useful preparation?

- Joined a study group
- Presented content to colleagues in small groups
- Focus on how to apply the information
- CPTD certification prep course
- Detailed content outline
- Resource reference list
- TDBoK (but read beyond)



# What would you change?

- Review content in different order: Personal, Professional, Organizational
- Read outside the TDBoK
- Reference resource list
- Mind mapping tools
- Given myself more time to prepare
- Space out my studying
- Question bank

# Testing Center versus Remote Proctoring

- **Remote proctoring**

- Be sure to test your system!
- Need to install additional software
- Need a quiet space and reliable internet access
- Can't move during break
- Don't test on the last day of a window

- **In-person testing**

- Free from distractions
- Need to wear a mask
- Can take a bio break

# Test Center vs. Remote

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

Testing Center		Remote Proctoring	
Pro	Con	Pro	Con
Structured setting	Public space- must wear mask	Safer at home	Can't go anywhere during break
More frequent breaks possible	Limited appointments available	More appointments available	Must have private space, good internet and no interruptions
	Must reschedule 72 hours in advance or incur penalty	Can reschedule within window up to appointment time without penalty	



# Tips for day of the exam

- Pick a time of day that works for you
- Eat a good breakfast
- Keep track of the time – have a plan
- Understand scoring of case management questions
- Stick to your normal routine
- Stay hydrated, but not right before the exam
- Don't cram at the last minute
- Spend the last week reviewing weaker topics
- Take the day off if you can



# Things to Know

- ▲ Content will be mixed and NOT shown in capability order.
- ▲ MCQs and Case Management Questions will be divided with an optional 10-minute break in between.
- ▲ Remote Proctoring candidates will be limited to the one 10-minute break, those testing in a test center can break as often as they wish, but the clock will continue running.

## Exam Math

90 MCQs in 105 minutes



Optional\* 10-minute break



10 Case Management Questions in 65 minutes

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**180 minutes (3 hours)**

\* Candidates not taking the 10-minute break cannot add it back to exam

# 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

# The New Case Management Questions

*Imitates real-life; uses professional judgement to solve*



Short  
background to  
set the scene



Multiple selection  
question where  
candidate must choose  
all acceptable  
responses. Correct  
responses will be  
scored as correct (+1);  
incorrect responses (or  
not yet correct) will be  
scored as incorrect (-1).



The question  
continues with the  
next event that  
happens in the  
scenario and the  
candidate is asked  
what should be done  
next and so on.

***Candidates are not allowed to go back and change any responses during the course of answering these items.***

***Each case management question is worth multiple points.***



# Advice for CPTD Candidates

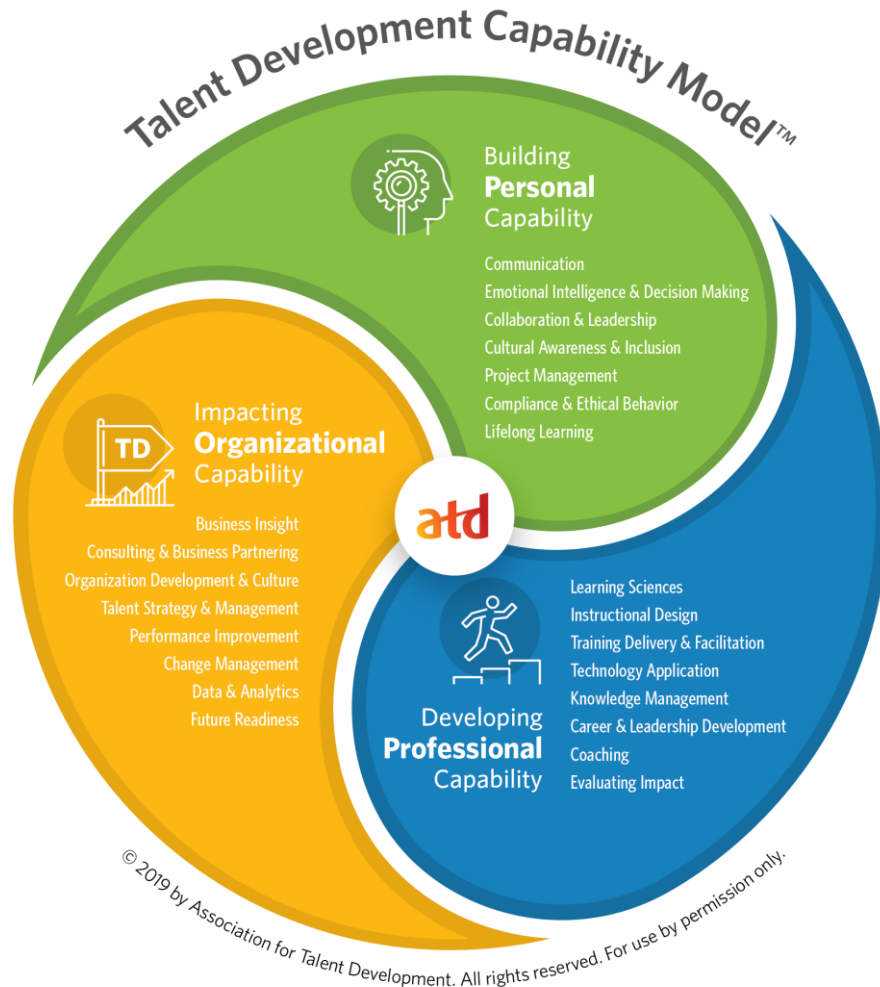
- Process is challenging
- Give yourself enough time to prepare
- Invest in the tools and materials you need
- It's harder to go it alone
- Make time for a study group
- Balance idealism of theories with real world practice
- Use TDBoK and content outline to organize your studies
- Read outside the TDBoK

# Q & A

Type your questions in the chat

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

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



# Upcoming Exam Windows

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<b>CPTD Exam Registration Deadline</b>	<b>Upcoming Test Windows</b>
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)
September 5, 2021	October 6 – Dec. 22, 2021 (November Excluded)

[CPTD Exam Page](#)

# Resources for Candidates

- [Active candidates](#)
- [CPTD Preparation LinkedIn Group](#)
- [CPTD Handbook](#)
- [Sample Questions](#)
- [CPTD Study Planning Guide](#)
- TD BoK: [www.td.org/tdbok](http://www.td.org/tdbok)
- [Self assessment](#)
- [CPTD Prep courses](#)