



Preparing for the CPTD Certification Exam

JUNE 29, 2023

Agenda

- Certification Overview
- Finding Your Focus or Preparing to Prepare
- Identifying Resources
- Creating a Plan and a Timeline
- Cheerleaders and Allies
- Questions?

What Is a Professional Certification Program?



Certification = assessment of ability to apply professional knowledge and skills against an established standard



ATD established a ***new global standard*** for talent development with the Talent Development Capability Model

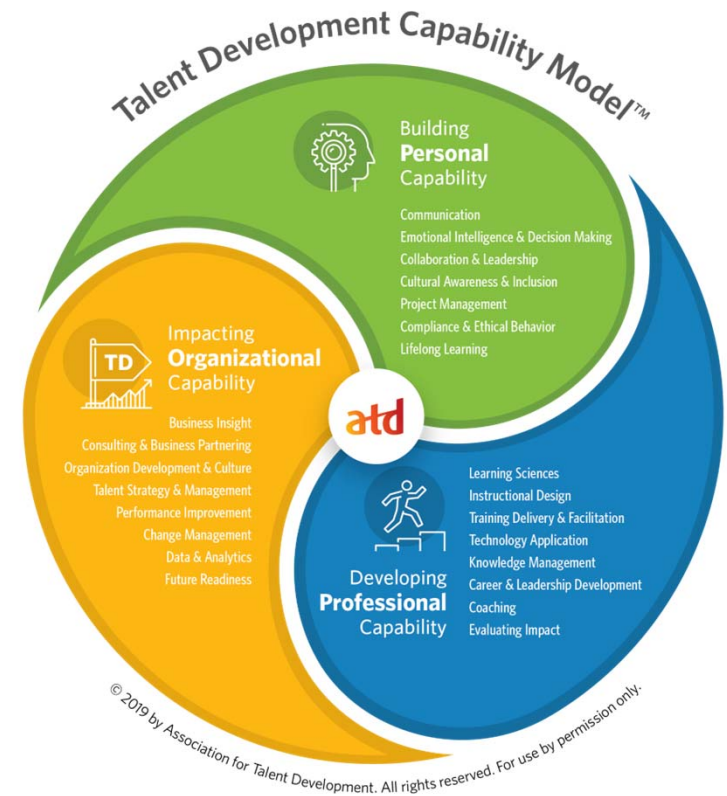


ATD Certification programs are grounded in the Talent Development Capability Model

This is ***not*** a training program designed to transfer knowledge or skill – although you may learn a few things while preparing

Certifications Grounded in Research

- Tied directly to the [Talent Development Capability Model](#)
- Personal, Professional and Organizational domains of practice include 23 capabilities
www.td.org/capability-model



Finding Your Focus or Prepare to Prepare

Understand everyone's journey will be different (*there is no silver bullet*)

Identify your particular gaps (*focus on your weaker areas*)

Create a personal plan that includes a target testing window, support, and accountability partners (*the hardest part is sticking to a plan*)

Understand that the exam is *practice based* and will require you to *apply* what you know – not just recall memorized terms

Successful certificants report that studying with a buddy or in a group were invaluable to their process

Identifying Gaps

Option 1: Complete the self-assessment in the Talent Development Capability Model

- Choose the “CPTD-Ready” Learning Path
- Click on “Learning Resources” to see gap analysis for ONLY those KSAs covered on the exam

Option 2: Use gap analysis found in the Candidate Handbook

Option 3: Review the Test Content Outline for the CPTD in the Candidate Handbook and identify areas you have less experience with or don't feel as comfortable

What Our Certificants Say.....

What Our Certificants Say.....

- ❖ You will learn a lot during the preparation process
- ❖ Working toward the credential gives you more credibility
- ❖ Shows employers you're current
- ❖ You get out what you put in
- ❖ Just do it! Enjoy the Journey!

Identifying Resources

- ❖ Everyone's journey will be different (*there is no silver bullet*)
- ❖ Use professional development for eligibility to help you prepare

Reading / Texts

[Talent Development Body of Knowledge \(TDBoK\)](#) – comprehensive collection of concepts, definitions, methodologies, and examples of content from the Capability Model. This is INCLUDED with ATD Prep Course.

[Reference Reading List](#) – help you dig deeper on specific topics. NOT intended for you to read all of them

Use **ATD book bundles** to focus on a specific domain of practice

- [Personal Capabilities](#)
- [Professional Capabilities](#)
- [Organizational Capabilities](#)

Guided Preparation

❖ Join an ATD Chapter Study Group

- ❖ You do NOT need to be a member
- ❖ Held virtually
- ❖ Low cost; typically need TDBoK access
- ❖ Different groups meet on different days
- ❖ Built-in peer network of cheerleaders and support

❖ CPTD Certification Preparation Course

- ❖ Self-paced, asynchronous + scheduled facilitator sessions
- ❖ Higher cost
- ❖ TDBoK digital access included
- ❖ Practice Test included

Practice, Practice, Practice!

Full-Length Practice Test – developed by exam item writers; on same platform as scored exam; timed; provides correct answer and explanation. You have three (3) attempts to take it

Apply what you are learning back on-the-job as you go

Consider **Quizlet** and **YouTube** for tips/flashcards from previous candidates

Creating a Plan and a Timeline

- ❖ CPTD candidates spend average of 80 – 100 hours preparing
- ❖ Identify your **target testing window** and determine the number of weeks
- ❖ Break your plan down week-by-week
- ❖ Block study time on your calendar

Choose a Testing Window

CPTD is offered in EVEN numbered months

- February
- April
- June
- August
- October
- December

Candidates choose a **two-month window** for testing (*Example: June – August, no testing is available in July*)

Testing windows are available 12 months in advance

Develop Your Study Plan

100 hours / # weeks to start of window = hours per week

- ❖ Use [CPTD Study Guide](#) to break down the content
 - Outline of what is covered on exam
 - Sample test questions
 - Suggested 12-week study plan broken down by content area
 - Resource reading list
 - More insight into how the exam is created

- ❖ Set a **schedule in your calendar** for yourself and do your best to stick to it

What Our Certificants Say.....



What Our Certificants Say.....



- Schedule it into your calendar
- Get an accountability buddy
- Focus on the reference list
- Ask your manager for study time
- Plan for life to get in the way

Cheerleaders and Allies

- Enlist the support of people at home and at work to help you stick to your study plan
- ATD Chapter Study Groups are built-in cheerleaders and partners
 - Chapters have taken their study groups virtual – find a time that works for you
 - Don't have to be an ATD member
 - Don't have to be a chapter member
 - Don't have to be in that area
 - Low cost

What Our Certificants Say....



What Our Certificants Say....



Break the process down into steps

Write down your questions

Do your homework!

Talk to people who have done it

ATD webinars

Focus on what you want to get out of the process

Apply what you're learning

Don't do it alone

Schedule your exam appointment

Helpful Resources

Active candidates page: www.td.org/certification/active-candidates

Virtual mentoring calls with current certificants or with staff:
<https://www.td.org/certification-questions-and-calls>

Linkedin groups:

- APTD Candidate Group: <https://www.linkedin.com/groups/8660635/>
- CPTD Candidate Group: <https://www.linkedin.com/groups/8896013/>

[Study group page](#)

[Certification Webinars](#)

[Free & Inexpensive Professional Development Activities](#)

Questions?

□ Type your questions in the chat

Contact Us:

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