

Preparing for the CPLP:

Let Me Count the Ways

Facilitator and Guest Speaker

Facilitator:

- Linda David, CPLP
Senior Project Manager,
CPLP Preparation, ATD



Guest Speaker:

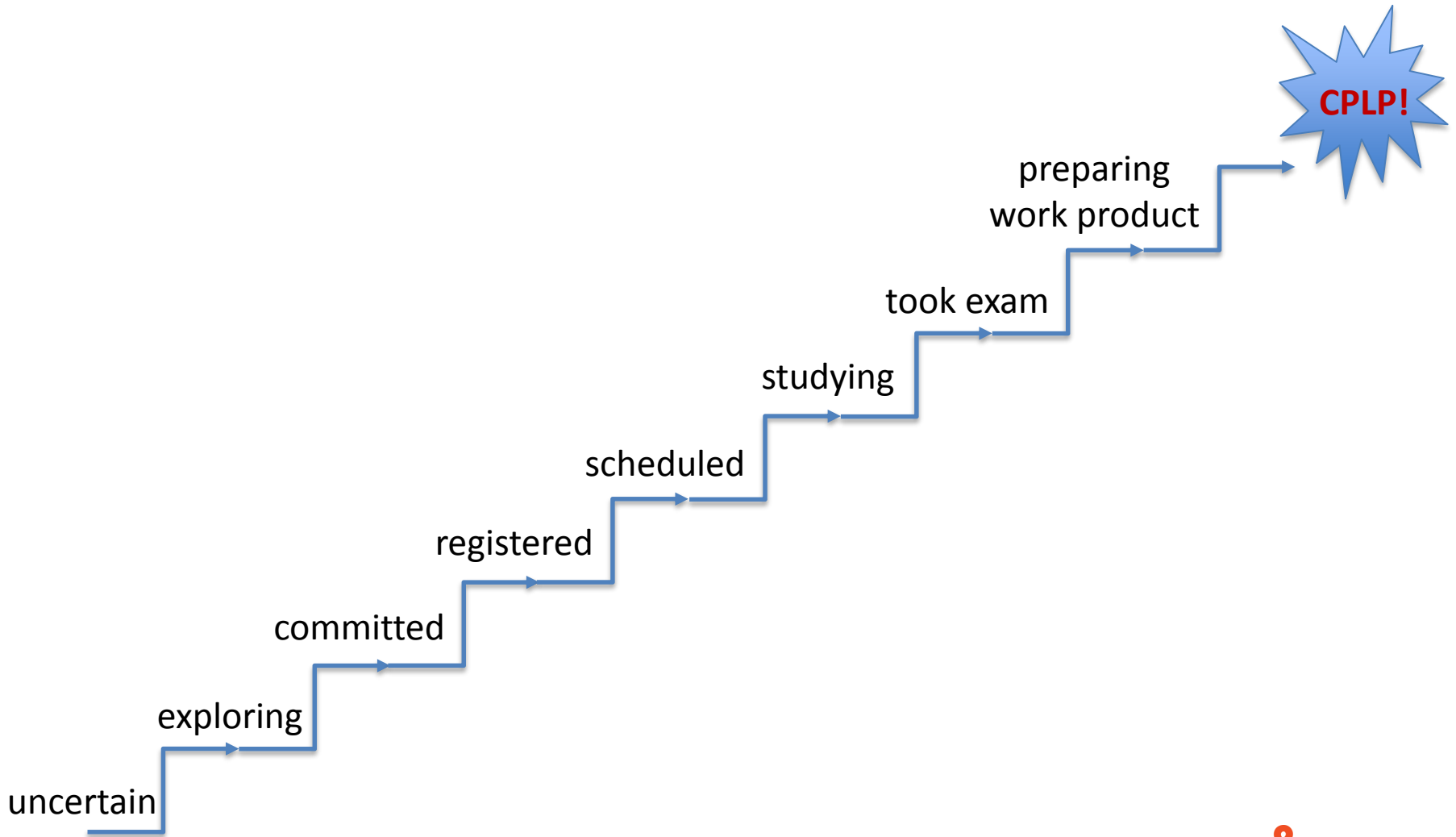
- Priyanka Chaturvedi Coats,
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Training & Development Specialist
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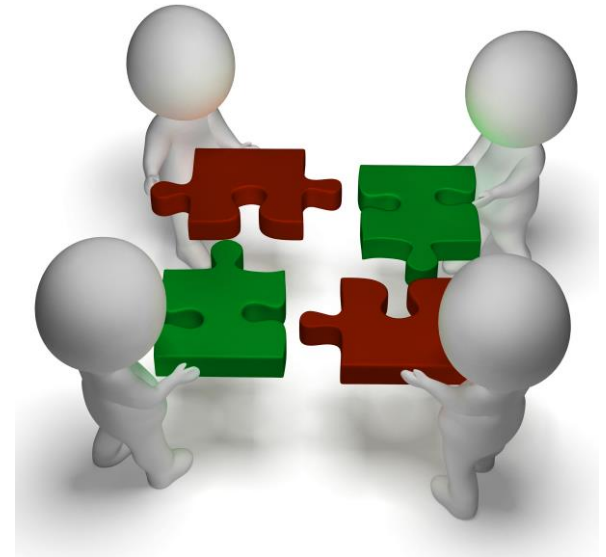


February 19, 2015 Agenda

- Where are you on the CPLP Journey?
- Preparation Options
- Study Tips
- Hear from a CPLP
- Questions

The CPLP Journey







PREPARATION OPTIONS

Interactive Guide

td.org

Members	Publications	Conferences & Events	Education	CPLP Certification	Communities of Practice	Enterprise Solutions	Professional Resources	Store
GET STARTED Practice Exam (pCPLP) Preparing for the CPLP: Interactive Guide FAQs Certification Handbook		ATD CERTIFICATION INSTITUTE ATD COMPETENCY MODEL CPLP CREDENTIAL HOLDERS CPLP MARKS AND LOGO USE CPLP RECOGNITION AWARDS FOR ORGANIZATIONS		PREPARING FOR CPLP  PREPARING FOR THE CPLP: Interactive Guide Get a step by step overview of the CPLP process, which includes two assessment tools. Learn More				
 <p>Learn more about which workshops ATD offers to prepare.</p>		 <p>Get started with ATD's Learning System—the official resource for CPLP study.</p>						

Interactive Guide

td.org/Certification/Get-Started/CPLP-Orientation

CPLP Interactive Guide

Welcome

Congratulations on your decision to explore and/or pursue your CPLP® certification! This Preparing for the CPLP: Interactive Guide is designed to provide a “one stop” resource for all the CPLP documents and information, so that you understand and can access details at every step along the way.

You should use this Interactive Guide if you are:

- Looking for more information about becoming a CPLP
- Already registered and want to understand every step of the process
- Getting ready to participate in one of the ATD CPLP Preparation Programs
- Want to put a Study Plan together for your CPLP preparation
- Have questions about the value of the CPLP certification
- Have completed the CPLP exam and are now ready to start work on the work product

This Interactive Guide includes every step of the CPLP preparation and certification process. You can read through each step sequentially, or jump right to whichever piece you are interested in, using the “map” at the top of each page.

[Start Now](#)

Self-Assessment Tool

- Log into td.org first
- Save your assessment when finished
- Return to do new assessments whenever you want

CPLP® Knowledge Self-Assessment

CPLP® Knowledge Self-Assessment

This assessment covers all of the Areas of Expertise (AOEs) covered in the CPLP® Exam. Each AOE has associated knowledge areas, or chapters. For each chapter, assess your level of knowledge using the following rating scale:

2 = Proficient

1 = Some knowledge

0 = No knowledge

If you aren't confident in your level of knowledge in a particular chapter, consider giving yourself a lower score as a starting point. Upon completion of the assessment, you will be able to see areas where you indicated you have greater proficiency compared to areas where you need to build proficiency. Your self-assessed level of proficiency will automatically calculate. Note: While the exam will focus on a breadth of knowledge, certain AOE's are weighted more heavily than others. You can view the weightings below for your reference.

Name Date

[New Assessment](#)

Assessment Name

Created Date

02/10/2015

Area of Expertise (AOE) and Chapters	What is your level of knowledge?
Performance Improvement	
Performance Improvement Processes	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Systems Thinking and Theory	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Business, Performance, and Gap Analysis	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Root Cause Analysis	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Approaches for Selecting Improvement Solutions	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Facilitation Methods	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Communication Techniques and Tools	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge
Group Dynamics Process	<input type="radio"/> Proficient <input type="radio"/> Some knowledge <input type="radio"/> No knowledge

Self-Assessment Tool

Results:

Area of Expertise(AOE)	Your Total	Out of a Possible Total	Self-Assessed Proficiency	Exam Weight
Performance Improvement	5	16	Little proficiency	16
Instructional Design	8	10	High proficiency	16
Training Delivery	9	12	High proficiency	16
Measuring Learning Impact	3	10	Little proficiency	12
Managing Learning Programs	11	22	Moderate proficiency	10
Integrated Talent Management	7	14	Moderate proficiency	9
Coaching	4	4	Fully proficient	7
Knowledge Management	4	14	Little proficiency	6
Change Management	11	20	Moderate proficiency	8

Preparing for the Knowledge Exam

td.org/Education/Programs/CPLP-Preparation

Designed to help you develop a study plan focused on the AOE's where you need the most work and navigate the testing process. Includes an overview of the Work Product and the ATD Learning System.

Three formats to choose from:

- Instructor-Led Workshop (two-day in-person)
- Instructor-Led Online Workshop (seven weeks synchronous)
- Self-Paced Online Course (asynchronous)

Preparing for the Work Product

Focused solely on preparing the Work Product submission. Open only to those who have passed the knowledge exam and offered twice a year (June-August and December-February) to correspond to the submission deadlines.

- Developing Your Work Product (live webcasts and online discussion boards; by invitation)

ATD Learning System

td.org/learningsystem

- The official resource for CPLP study
- Included with the Preparing for the CPLP workshops (except *Developing Your Work Product*)
- Digital format is portable, current, and available online and offline; customize with highlights, bookmarks, and notes
- PDF feature provides a printable option
- Includes a Master Glossary and Study Guide for Groups

ATD Learning System

1. Performance Improvement

1.0

Chapter Introduction

The ASTD Competency Model (2013) lists Performance Improvement as one of the 10 Areas of Expertise (AOEs) that encompass the specific technical **skills** and **knowledge** required for success in training and development (T&D). First, what is performance improvement and what makes it so important to the profession? Performance improvement is a results-based, systematic process used to identify **performance** issues. T&D professionals use the process to analyze root causes; select, design, and implement solutions to address those issues; and measure the **results** of the solution with the goal of continually improving performance. One way that it differs from traditional training is that it focuses on identifying the true root causes of performance issues and their relevance to business goals before ever considering training as a solution.

Study Options

- Study Groups (various ATD Chapters, some offer virtual groups)
- Partner Study (find partners at your Chapter, LinkedIn, or at work)
- Solo Study (some prefer to study solely on their own)



STUDY TIPS

Study Tips

- Most candidates spend 8-12 weeks preparing for the knowledge exam
- As a foundation, do the self-assessment, take the pCPLP, and use the Learning System to study
- Depending on your style, consider a group option such as an ATD preparation workshop and/or a Chapter study group or a study partner
- Focus study time on the areas where you scored lowest on the assessment BUT review all AOE's to refresh and anchor your knowledge
- Use the interactive quizzes in the Learning System
- Retake the pCPLP after studying (as many times as needed)
- Make a set of personal flashcards with key terms, concepts, and models

Priyanka Coats, CPLP

HEAR FROM A CPLP



- Why I chose to complete the CPLP
- How I prepared for the knowledge exam
- How I chose my work product
- My advice to you
- The benefits of having the CPLP credential

Contact CPLPs

td.org/Certification

Top Five Reasons to Become CPLP Certified

- Build and validate your skills.
- Increase your earning potential.
- Differentiate yourself in a competitive job market.
- Broaden your career opportunities.
- Join an elite professional community.

Hear from CPLP Credential Holders: [Video Testimonials](#).

See companies that have previously listed jobs as [CPLP Preferred](#).



Congratulate the most recent [CPLP Credential Holders](#).

Find a CPLP credential holder in the [CPLP Registry](#).

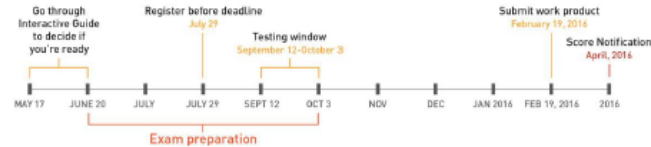


Job Aid

Preparing for the CPLP: *Let Me Count the Ways*

The CPLP Journey

Suggested Timeline: the whole process takes approximately 9-12 months



Step	Resources	Target Date
Determine your eligibility and the amount of time and effort required for you to prepare.	Interactive Guide Self-Assessment pCPLP practice exam Certification Handbook Parts 1 & 2	
If you are eligible (5 years of full-time TD job experience) and ready to commit, complete the application and register before the advertised deadline.	Apply and Register	
Determine when you would like to take the exam.	Test Schedule	
Decide which methods you will use to study and plan a schedule for covering all the content necessary. Find study partners using LinkedIn, ATD Chapters, fellow workshop participants, etc.	ATD Learning System Preparing for the CPLP workshops Find Chapter Study Groups	
Consider projects that you could use for the Work Product to ensure you can provide required evidence and meet deadlines.	Certification Handbook Part 3	
Contact ATD Customer Care if you have questions.	customer@atd.org	

Questions



Contact Information

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