CPLP Pilot Mentoring Program

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May 31, 2019

Agenda

- Program Goals
- Pilot Selection Process
- Mentoring Process
  - First Meeting
- Mentor Resources
  - Mentor Slack Group
- Questions

Program Goals

Provide support for candidates throughout the CPLP preparation and testing process

- Improve candidate satisfaction
- Increase the number of candidates who complete the process
- Increase the number of prep course attendees who register for the exam

Pilot Selection Process

- Individuals taking a face to face CPLP prep course in April/May 2019 were offered a mentor
- CPLP volunteers were matched with individuals requesting a mentor
  - Location/Time Zone
  - Area of Expertise

Mentoring Process

- Mentor training webcast – 5/31

- Mentors contact mentees after June 1 to set up first phone call

- Complete mentor/mentee agreement
  - Save file as and add your name to the filename and email to skaiden@td.org by June 7

Mentor- Mentee Agreement

First Meeting Questions

- Get to know one another
- Where are you in the CPLP process?
- Ask what they are hoping to get out of the mentoring relationship
- Agree on some basic goals and the best way to contact one another
- Set a time and goals for the next meeting

Mentor Resources

- [Slack Group](#)
  - File sharing
  - Message board
  - One-to-one video chat
- Mentor Packet
- Mentor-Mentee Agreement
- Mentor Meeting Record
- CPLP Prep Presentation

Mentoring Slack Group

Main channel

Direct message, call or video chat

Links to Resources

- [Active candidates page](#)
  - CPLP Handbook
  - ATD Practice test instructions
  - Study plan checklist and worksheet
  - Timeline
- Practice tests
  - www.td.org/skilltracker
- CPLP Candidate Preparation Group
  - https://www.linkedin.com/groups/8664160/

Active Candidates Page

C 🔒 https://www.td.org/certification/active-candidates

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
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
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
Resources for Active CPLP Candidates

📄 2019 CPLP Certification Handbook

📄 CPLP Knowledge Exam Content Outline

📄 Developing Your CPLP Study Plan

📄 CPLP Study Plan Worksheet

📄 SAE Preparation Guide

📄 CPLP Certification Timeline

Additional Resources

[CPLP Prep Page](#)

- SAE Practice Cases

- [CPLP Interactive Guide Section on SAE](#)

- [Content outline](#)

- [Competency Model](#) (interactive)

- [10-Minute case studies](#) (members-only)

- Local Chapters www.td.org/chapters

Potential Problems

- What if my mentee is not a good match?
  - Personality fit
  - SAE topic change
- What if I have to drop out?
  - Talk to Sue so she can get a replacement
- What if my mentee isn't really interested?
  - Do your best to engage them
- What if my mentee has unrealistic expectations about what I can do for them?
  - Remind them of the hour limit (6-10)

Typical Questions from Mentees

- Why should I pursue CPLP?
- How can I be sure that I am eligible?
- How much time will I need to study?
- What is the best exam window for me?
- What SAE topic should I choose?
- What topics should I study first?
- What study methods worked best for you?

CPLP®

CERTIFIED PROFESSIONAL IN
LEARNING & PERFORMANCE

atd CERTIFICATION INSTITUTE

The Certified Professional in Learning and Performance (CPLP) is broad based and measures a talent development professionals' competency in 10 areas of expertise (AOEs) with a focus on global mindset as defined by the latest ATD Competency Model.

What Topics are Covered?

The Certified Professional in Learning and Performance (CPLP) credential covers ten areas of expertise:

1. Instructional Design
2. Training Delivery
3. Learning Technologies
4. Evaluating Learning Impact
5. Managing Learning Programs
6. Integrated Talent Management
7. Coaching
8. Knowledge Management
9. Change Management
10. Performance Improvement

Who is It For?

CPLP candidates are seasoned professionals (5+ years of full-time experience) who want to distinguish themselves in the field and advance their career goals.

CPLP is best suited for seasoned TD professionals:

- Who have deep knowledge and experience enhancing employee learning and performance.
- Who are looking to demonstrate expertise and commitment to the profession.
- With a global mindset and the ability to work across cultures and borders.

The ATD Competency Model

ATD Competency Model diagram showing TD Areas of Expertise arranged in a pentagon: Change Management, Performance Improvement, Instructional Design, Training Delivery, Learning Technologies, Evaluating Learning Impact, Managing Learning Programs, Integrated Talent Management, Coaching, Knowledge Management. Foundational Competencies: Business Skills, Global Mindset, Industry Knowledge, Interpersonal Skills, Personal Skills, Technology Literacy. Legend: Primary Areas of Expertise, Secondary Area of Expertise.

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- defines the latest competencies needed for success across the entire TD industry.

- provides a professional development roadmap for TD leaders and practitioners.

- provides the opportunity to align individual and organizational goals against an industry standard backed by research and forward-thinking

ATD CI credentials are based on the ATD Competency Model

CPLP Exam AOE Weighting

Area of Expertise	Weight
Performance Improvement	13-14%
Instructional Design	13-14%
Training Delivery	13-14%
Learning Technologies	11-12%
Evaluating Learning	11-12%
Managing Learning Programs	8-9%
Integrated Talent Management	8-9%
Coaching	8-9%
Change Management	8-9%
Knowledge Management	5-6%

ATD CI credentials are based on the ATD Competency Model

CPLP Eligibility

- Five years full time experience in talent development or related field

OR

- Four years of full time experience PLUS one year of higher education in TD field

OR

- Four years of full time experience plus attainment of the APTD credential or completion of an ATD Master series program

CPLP Exams

- Two exams – 3 hours each
- Knowledge Exam
  - 150 multiple choice questions (10 AOEs)
- Skills Application Exam (SAE)
  - Case based exam on one focus area:
    - Instructional Design, Managing Learning Programs for Training Delivery
  - 4 cases with 25 questions per case, multi-select, short answer and multiple choice
- Both taken at secure testing center

Time & Money

- 6-9 months to prepare
- Average hours study time
  - 80 hours for knowledge exam
  - 30-40 hours for skills application exam
- Exam fee: $900 mem/$1250 non-member
- Learning System: $300 mem/$400 non
- Prep Course: $995 mem/$1295 non
  - Courses include Learning System

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Register for the Exam

- Eligibility "clock" starts when you register
  - CPLP Apply page
- Choose your window carefully
- Have your documentation ready
- Be ready to choose your SAE topic:
  - Training Delivery, Instructional Design or Managing Learning Programs

2019 CPLP Exam Windows

CPLP Knowledge Exam Registration Deadlines	2019 Testing Windows
July 24	September 4-25
November 6	December 4-20
TBA	March 2020
Skills Application Exam (SAE) Registration Deadline	2019 Testing Windows
June 26	August 7-28
September 25	November 6-26
TBA	February 2020

Create a Study Plan

- Work backwards from target test window
- Study group guide in Learning System
- [Study plan templates](#)
- Sample timeline

Sample Timeline

	Objective	Complete ATD Certification in 2019										
	Task	Feb	March	April	May	June	July	August	Sept	October	November	December
Decide	**Attend ATD webcast**	1										
1	Is certification right for me?											
2	Choose certification											
3	Assess readiness											
Get Started	**CPLP Certification**											
4	Order Learning System and/or Prep Course											
5	Take practice test											
6	Take a prep course or study group & create study plan			Apr 9- May 21								
Test # 1	**Knowledge Exam**											
7	Register for the exam, July 24 deadline						24					
8	Study, study, study			1 1 2 2	3 3 4 4	5 5 6 6	7 7 8 8	9 9 10 10				
9	Take the exam - September window											
10	Celebrate (briefly)											
Test #2	**Skills Application Exam**											
11	Schedule SAE, November window (Sept. 25 deadline)								25			
12	Take SAE Practice tests											
13	Take SAE Exam											
14	CELEBRATE!!!											

Practice Test

- Go to the ATD SkillTracker and click on Start Now or Return to Your Assessment
- Login with your td.org credentials

Practice Test Screen

Practice Test List

Here you can see the available Practice Tests. If you have already completed one, click the View link to see a Summary of results or personalized recommendations for improvement.

Perform your self-assessment on a specific Role/Track to identify other development opportunities.

Select the Assessment Results or Personalized Learning Plan buttons to view Practice Test results together with your self-assessment results.

| Assessment Results | Personalized Learning Plan | Cancel |

Practice Test

Practice Test Name	Practice Test Date Last Performed	View Summary	View Personalized Learning Plan For KA	Result
Practice Test for APTD (30 questions, 30 minutes)	04/20/18	View	View	Advanced Proficiency ■
Practice Test for CPLP (50 questions, 50 minutes)	10/02/17	View	View	Consistent Proficiency ■

| Assessment Results | Personalized Learning Plan | Cancel |

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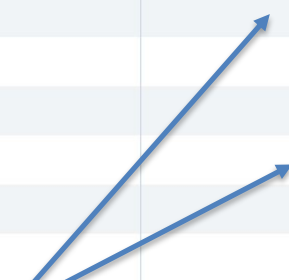Skill development made to order.

Practice Test Report

Practice Test Name	Questions Incorrect	Questions Correct	Point Total	Points Missed	Rating	Minimum Rqmt	Gap	Recommendations
Practice Test for CPLP (50 questions, 50 minutes)	14	36	50	14	3	4	-1	View

Summary

You may want to focus on these subtopics: Change Management, Instructional Design, Performance Improvement, Evaluating Learning Impact, Training Delivery, Managing Learning Programs, Integrated Talent Management, Learning Technologies, Knowledge Management, Coaching

Practice Test Subtopics	Percentage Correct	Questions Correct
Change Management	60%	3/5
Instructional Design	87%	7/8
Performance Improvement	71%	5/7
Evaluating Learning Impact	100%	5/5
Training Delivery	57%	4/7
Managing Learning Programs	80%	4/5
Integrated Talent Management	80%	4/5
Learning Technologies	20%	1/5
Knowledge Management	100%	2/2
Coaching	100%	1/1

Take the Exam

- Testing Center security
  - Two forms of ID
  - Make sure your ID matches registration name
- Arrive 20 minutes early
- No personal items allowed in testing room
- Location of test centers

Skills Application Exam Prep

- Choose the AOE in which you have the most experience
- Review your AOE in the Learning System
- Review content outline for AOE
  - Can you apply the concepts listed?
- Read the SAE Study Preparation Guide
- Take the SAE Practice Tests
- Evaluate your current or recent projects against best practices in Learning System

Questions?

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703-683-7266

Accept invite to CPLP Mentoring
slack group:
https://associationfo-fdo4588.slack.com