



CERTIFICATION INSTITUTE
Association for
Talent Development

CPLP Pilot Mentoring Program

Sue Kaiden
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



ATD CPLP Pilot Mentoring Program

Mentor-Mentee Agreement

Mentors and mentees should complete this agreement together during their initial meeting. Within 48 hours upon completion, mentors should email a copy of the completed agreement to skaiden@td.org.

Mentee Contact Information		Mentor Contact Information	
Name:	Jane Doe	Name:	Sue Kaiden
Preferred Phone #:	(123) 456-7890	Preferred Phone #:	(703) 683-7266
Ph. Type:	Mobile	Ph. Type:	Work
Text OK?	Okay to contact by text	Text OK?	Please do not contact by text
Preferred Email:	janedoe@gmail.com	Preferred Email:	skaiden@td.org
City/State:	Anytown VA	City/State:	Alexandria VA
Time Zone	Eastern	Time Zone	Eastern

Objectives

We hope to achieve:

To accomplish this, we will:

Establish a study plan	Discuss study plan document during meeting
Clarify SAE topic to choose	Discuss choice at first meeting
Provide accountability to study plan	Set goal to reach by next meeting
Walk through exam registration process	

Duration

- Our mentoring relationship will last for a total of six (6) contiguous months.
- The mentor will dedicate a minimum of six (6) hours and a maximum of ten (10) hours to the mentee within this time period.

Frequency of Meetings

We will attempt to meet at least time(s) each month. If we cannot attend a scheduled meeting, we agree to notify one another in advance.



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

← → ↻ 🔒 https://associationfo-fdo4588.slack.com/messages/CJM9ZAWG3/

📱 Apps 🏠 Home - Dropbox 🗂 My Account - Outlo... 🌐 ACVA 📄 Budget Proposals - ... 🌐 Edit Profile | LinkedIn 📺 atd ATD | The World's L... 🐦 Twitter 📺 atd ATD Intranet - Hom... 📊 ATD Analytics 📄 LMS Admin

Association for ...
● Sue Kaiden

🔍 Threads

Channels

- # cplp-mentoring-pilot
- # general
- # mentees
- # mentors
- # random

+ Add a channel

Direct Messages

- ♥ Slackbot
- Sue Kaiden (you)
- Holly Batts
- Wendy Luikart

+ Invite people

Apps

#cplp-mentoring-pilot | 👤 3 | 🗨 0 | ✎ Add a topic

cplp-mentoring-pilot

You created this channel on May 23rd. This is the very beginning of the #cplp-mentoring-pilot channel. Purpose: To pilot a program that pair mentoring support throughout the certification preparation and testing process. (edit)

+ Add an app Add people to this channel

Thursday, May 23rd

Sue Kaiden 5:21 PM
joined #cplp-mentoring-pilot.

Friday, May 24th

Sue Kaiden 11:26 AM
set the channel purpose: To pilot a program that pairs CPLP candidates with current CPLP credential holders who will provide mentoring support throughout

★ Added to your starred items

Sue Kaiden 11:28 AM
To get started, complete a mentor-mentee agreement form. (edited)

PDF ▾

ATD CPLP Mentor Mentee Agreement.pdf
141 kB PDF

ATD CPLP Pilot Mentoring Program

Mentor-Mentee Agreement

Mentors and mentees should complete this agreement together during their initial meeting. Within 48 hours upon completion, mentors should email a copy of the completed agreement to skaiden@atd.org.

Mentee Contact Information		Mentor Contact Information	
Name:		Name:	
Preferred Phone #:		Preferred Phone #:	
Ph. Type: Mobile		Ph. Type: Mobile	
Text OK? May contact by text as back up		Text OK? May contact by text as back up	
Preferred Email:		Preferred Email:	

Today

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

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

Home - Dropbox My Account - Outlo... ACVA Budget Proposals -... Edit Profile | LinkedIn atd ATD | The World's L... Twitter atd ATD Intranet - Hom... ATD Analytics atd LMS Admin Login Dashboard | CMS |... atd Webvent

atd Association for Talent Development

Google Search

MEMBER CENTER


For all Candidates:


The ATD Certification Institute partners with Pearson VUE to deliver our exams in a safe and secure environment. The APTD and CPLP programs depend on test center security measures to aid in upholding the integrity of the content, protecting both your exam experience and the credentials you work so hard to earn. To learn more about what to expect at a Pearson VUE test center, please see this link: <https://home.pearsonvue.com/test-taker/security.aspx>


In the US, both Pearson-owned sites and sites managed by a third party are included in your choices for a convenient test center location. ATD CI recommends scheduling at a Pearson-owned site, labeled PPC, where available to ensure you're getting the best experience possible. However, we realize that the most convenient test center to you may not be a PPC testing center.


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?

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



- 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 AOE's)
- 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

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

Preparing for the CPLP® Instructor-Led Online Workshop

CPLP Study Plan Worksheet

Purpose: Use this worksheet throughout the workshop to capture information, notes, and ideas in order to help you refine your personal study plan.

AOE#	Chapter(s) and/or Topic(s)	Areas of Strength	Areas-Needing-More-focus	Time (+, 0, -)	Notes
1-01					
2-01					

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Preparing for the CPLP Knowledge Exam

Interactive Guide

Developing Your CPLP Study Plan

Developing a study plan is a critical step in your CPLP journey. By now, you should have taken some time to determine your learning preferences and your level of knowledge in each of the Areas of Expertise. Now, let's put it all together into your draft Study Plan. Note: This Study Plan is for your Knowledge Exam preparation only.

How long will it take to prepare for the CPLP exam? Based on the number of hours you can spend studying each week and your experience and comfort level with each of the content areas, use the table below to determine how many weeks it will take to prepare. You can also use this information to allocate a specific number of hours of study time per area.

Step	Question	Number
1	How many hours per week can I dedicate to studying for the CPLP? How well do I know the Global Mindset and AOE content? Start with the average study time for CPLP candidates - 90 hours. Add more hours based on your own experience or reduce the number of study hours based on your own experience. Now, based on your self-assessment, spread your total number of study hours across the content areas:	List the total hours across all AOE's here
2	Performance Improvement Instructional Design Training Delivery Learning Design Evaluating Learning Impact Managing Learning Programs Integrated Learning Programs Coaching Knowledge Management Change Management Global Mindset	

Note: Some content areas may require more study time than others.

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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

The screenshot shows the ATD SkillTracker interface. At the top left is the logo with the text 'atd SKILL TRACKER'. To its right is the text 'Skill Tracker'. In the top right corner, there is a green box with 'Hi, Susan' and a download icon, and a grey box with 'Logout'. Below this is a dark grey navigation bar with links: 'Self-Assessment', 'Career Planning', 'ATD Practice Tests', and 'Skill Tracker Resources'. The main content area is a grid of six panels:

- Self-Assessment** (green background): Text describes assessing skills for a current role/track to identify gaps and generate a plan. It includes links for selecting a role/track and changing it.
- My Assessment Results** (light grey background): Features a donut chart showing '50.0% Skill Gaps'. A legend indicates '1 Skill Gaps' (red) and '1 Proficient Tasks' (green).
- Start/View Practice Tests** (green background): Text encourages starting a practice test or viewing results. It includes a note about clicking an Excel icon for details.
- View Personalized Learning Plan** (orange background): Text describes automatically generated recommendations to close skill gaps, updated frequently.
- Top Strengths** (dark grey background): Displays 'No results to view'.
- Top Skill Gaps** (dark grey background): Displays 'No results to view'.

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

Refresh Print PDF Mail

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

Refresh Print PDF Mail

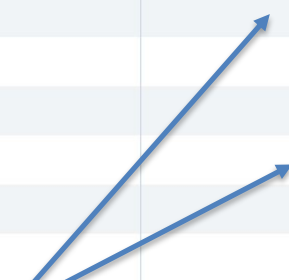
Practice Test Report

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?

Sue Kaiden

skaiden@td.org

703-683-7266

Accept invite to CPLP Mentoring
slack group:

<https://associationfo-fdo4588.slack.com>

