



How to Prepare for the new APTD Exam

February 18, 2021



atd

CERTIFICATION
INSTITUTE





AGENDA

- Certification Overview
- APTD Basics
- Why did you decide to pursue APTD?
- 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



APTD Certification

Associate Professional in Talent Development (APTD)

- 3 years of experience plus 28 hours of professional development
- Focused on knowledge needed at 3-years
- Focus on foundational knowledge and how it is applied on the job



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





Professional Development

- 28 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

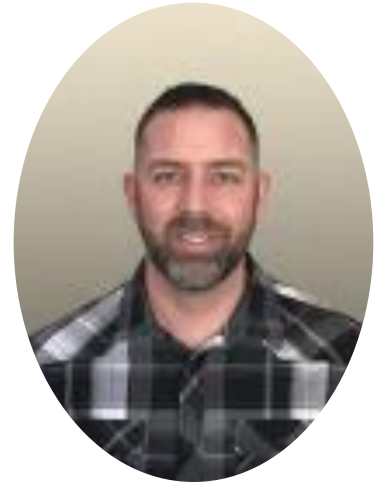
- [For more details](#)

Exam Content

APTD Exam

- Primarily knowledge but at the applied level
- 115 multiple choice questions
- 2 hours
- Capability Breakdown
 - 20% Personal
 - 50% Professional
 - 30% Organizational
- [APTD Content Outline](#)

Panelists



- **Sarah Cusack**
- **Trystyn Del Rosario**
- **Nick Smith**
- **Joel Taylor**



Why pursue the APTD?

- Accidental trainer
- Build credibility
- Validate my skills and knowledge
- Increase knowledge of best practices
- Strengthen resume



Most useful preparation?

- Accountability buddy
- On-demand prep course
- Flash cards & concept maps
- Strict study schedule
- Master Instructional Design
- Detailed content outline
- TD Body of Knowledge
- Reference resource list



What would you change?

- Focus more on application!
- Read outside the TDBoK
- Resource reference list
- Don't spend time memorizing
- ATD Books (*Art & Science of Training*)
- TD Magazine
- Talk to colleagues in the field
- Take practice exam earlier



Testing Center versus Remote Proctoring

- Remote proctoring – test your system
- Cannot have anything nearby
- Quiet space where you won't be interrupted
- Reliable internet connection
- Testing center - followed protocols
- Have your correct ID
- Will have to wear a mask

Test Center vs. Remote

www.td.org/certification/remoteproctoring

Testing Center		Remote Proctoring	
Pro	Con	Pro	Con
Structured setting	Public space- must wear mask	Safer at home	No scheduled breaks
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

- Keep an eye on the timer
- Flag questions you're unsure of
- Give yourself time to go back and review flagged questions at the end
- Get a good night's sleep and do your best!
- Don't spend too much time on individual questions
- Don't be discouraged if you don't know the answer
- Read each question twice
- Take the day off

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



Advice for APTD Candidates

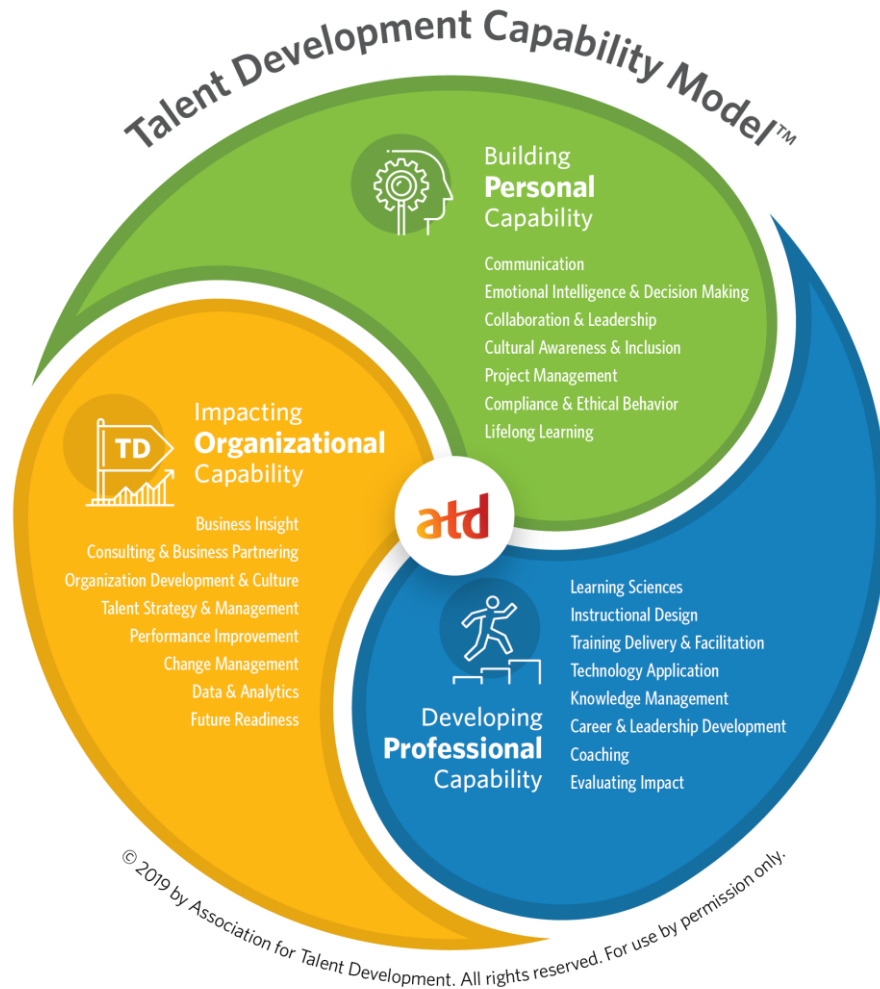
- Do it – expands your breadth of knowledge
- Take the day of the exam off if possible – this should be your only obligation on test day
- Set yourself a cut-off time for studying the night before
- Get a good nights' sleep
- TDBoK is not enough alone to pass the exam
- Read outside the TDBoK
- Apply your learning at work

Q & A

Type your questions in the chat

www.td.org/certification

certification@td.org



Upcoming Exam Windows

APTD Exam Registration Deadline	Upcoming Test Windows
February 2, 2021	March 3 – May 26, 2021 (April excluded)
April 4, 2021	May 5 – July 28, 2021 (June excluded)
June 6, 2021	July 7 – September 22, 2021 (August excluded)
July 31, 2021	Sept. 1 - November 24, 2021 (October excluded)

[APTD Exam Page](#)



Resources for Candidates

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