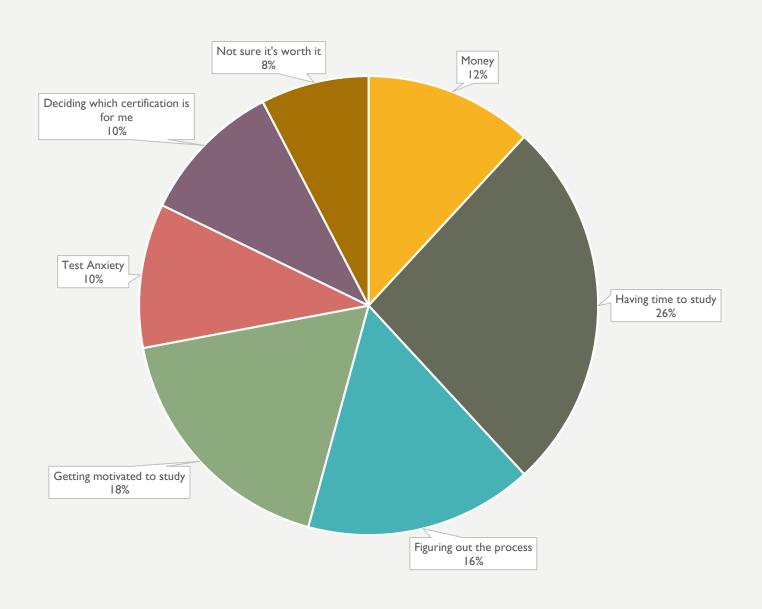
OVERCOMING OBSTACLES TO CERTIFICATION

OCTOBER 21, 2021

AGENDA

- What are your biggest challenges?
- Figuring out the process
- Optimizing your study time
- Managing test anxiety
- Conserving cash
- Maintaining motivation and focus
- Decisions, decisions
- Q&A

BIGGEST CHALLENGES?

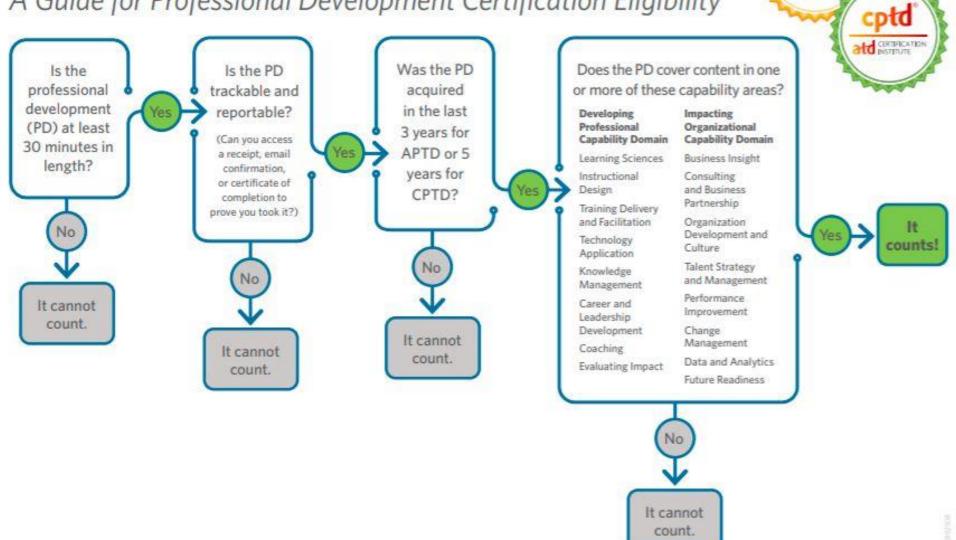


FIGURING OUT THE PROCESS

- Read the Handbook
 - www.td.org/cptdhandbook
 - www.td.org/aptdhandbook
- Become familiar with the capability model
 - Capability model interactive site
- Am I eligible?
 - APTD 3 years experience + 28 hours professional development
 - CPTD 5 years experience + 60 hours of professional development
- Do I have the professional development I need?
 - Does it count?
 - Professional development video
- How do I apply?
 - Step by step instructions
- Sign up for an ATD CI Staff Zoom call
 - Monthly zoom calls

Does It Count?

A Guide for Professional Development Certification Eligibility



atd CERTIFICATION

OPTIMIZING YOUR STUDY TIME

- Plan ahead
- Focus your efforts
- Start with the content outline
- Create a detailed study plan
 - www.td.org/aptdstudyguide
 - www.td.org/cptdstudyguide
- Focus on application



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

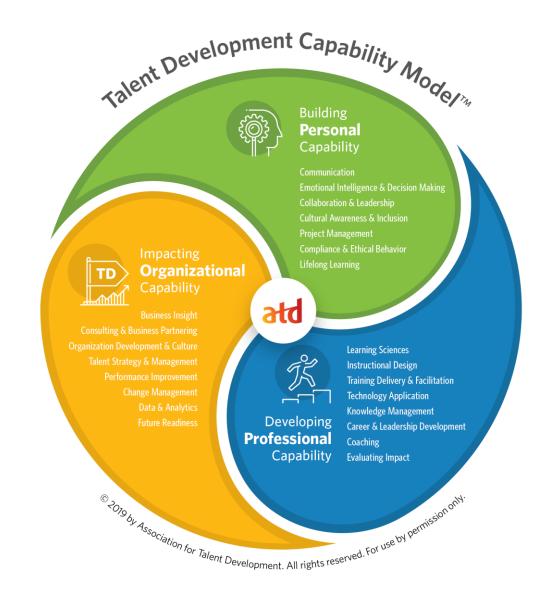
TEST CONTENT

APTD

- 20% Personal
- 50% Professional
- 35% Organizational

CPTD

- 20% Personal
- 45% Professional
- 35% Organizational



CONTENT OUTLINE COMPARISON

APTD TECHNOLOGY APPLICATION

- 2.4.14 Knowledge of techniques and approaches to leverage social media platforms and tools to support knowledge sharing, idea exchange, and learning.
- 2.4.6 Knowledge of existing learning technologies and support systems (for example, collaborative learning software, learning management systems, authoring tools, and social media).
- 2.4.8 Knowledge of communication technologies and their applications (for example, video conferencing, web conferencing, audience response systems, and presentation software).
- 2.4.12 Knowledge of functions, features, limitations, and practical applications of the technologies available to support learning and talent development solutions.

CPTD TECHNOLOGY APPLICATION

- 2.4.4 Skill in identifying, selecting, and implementing learning technologies (for example, using evaluative criteria and identifying appropriate applications in an instructional environment).
- 2.4.1 Skill in selecting, integrating, managing, and maintaining learning platforms (for example, learning management systems, knowledge management systems, and performance management systems).:



Break it down into steps

Write down your questions

Do your homework!

Talk to people who have done it

ATD webinars

TEST ANXIETY

- Know what to expect
- Don't agonize over individual questions
- Keep an eye on the clock use time to review answers
- Become familiar with the case management style questions
 - What to do at each step in the process
 - Scoring
- Watch for new practice test



Read the questions carefully

Look for key words

What is the question asking?

You won't know all the answers

Case management questions – if you're not sure, don't select it

CONSERVING CASH

- Use professional development hours to start preparing
- Join ATD National
- Join a study group
- Ask if your local chapter has a scholarship
- Talk to your employer
- Watch for special offers (LinkedIn Groups)



Get to know your public library

Study groups or get a study buddy

Enlist your colleagues

YouTube & Google

Quizlet and Brainscape

MAINTAINING MOTIVATION & FOCUS

- Set a deadline
- Arrange for external accountability
- What motivates you?
- Find a good place and time to study
- Imagine how you feel when you're done



What is your "why"

Focus on what you want to get out of the process

Apply what you're learning

Don't do it alone

Schedule your exam

MAKING A DECISION

- What are your career goals?
- Individual contributor or manager/senior leader
- Upcoming webcast: Which Certification is Right for Me: APTD vs CPTD
- Recent blog post: <u>APTD vs CPTD: That is the Question</u>
- Talk to current credential holders Sign up page



You will learn a lot

Gives you credibility

Shows employers you're current

You get out what you put in

Just do it! Enjoy the Journey!

HELPFUL RESOURCES

- Active candidates page: www.td.org/certification/active-candidates
- Virtual mentoring calls: 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 questions in the chat

Email us at:

certification@td.org