



Using the Talent Development Capability Model to
Plan Your Certification Journey

What Is a Professional Certification Program?



Certification = assessment of ability to apply professional knowledge and skills against an established standard



ATD established a ***new global standard*** for talent development with the Talent Development Capability Model



ATD Certification programs are grounded in the Talent Development Capability Model

This is ***not*** a training program designed to transfer knowledge or skill – although you may learn a few things while preparing

Talent Development Capability Model

A **framework** that sets a common standard for what professionals **need to know and do** to be effective and successful

- Based on global research
- Flexible & customizable for any stage of career
- Introduced January 2020

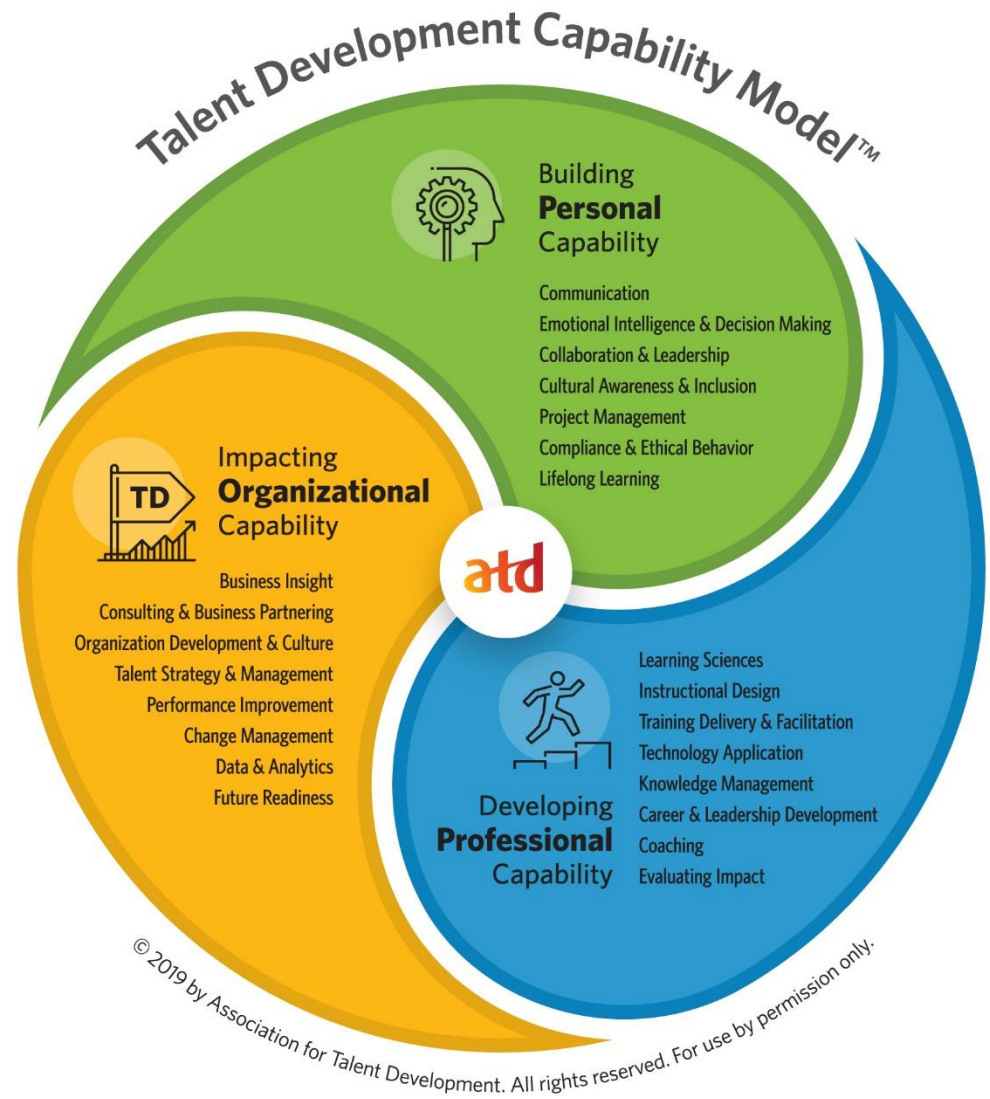
1 Model

3 Domains of Practice

23 Capabilities

188 Knowledge and skill
statements

Effective talent development
professionals must leverage
their personal skills and their
professional expertise for
maximum impact on the
organization's goals



Which certification is for me?



Early career
professionals

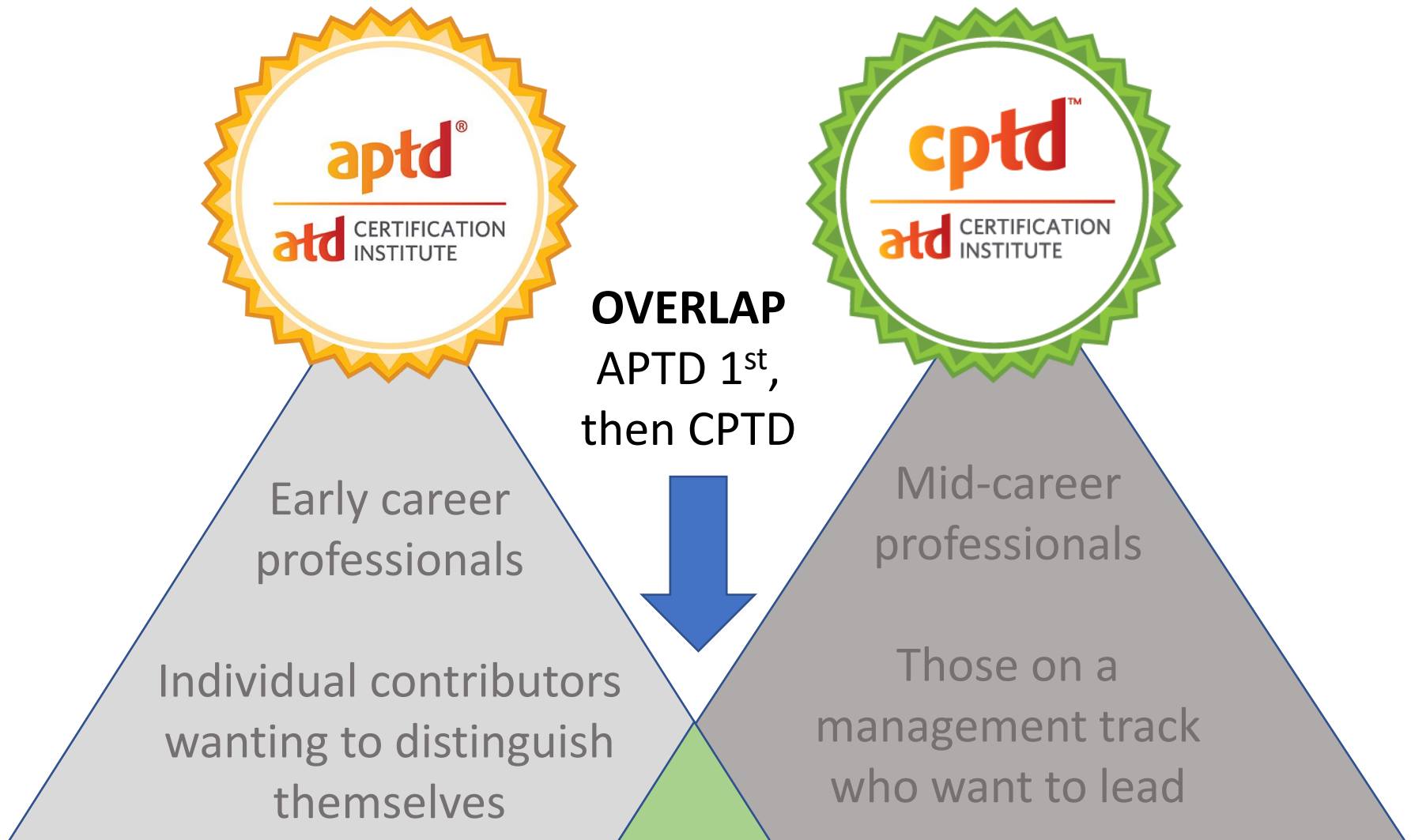
Individual contributors
wanting to distinguish
themselves

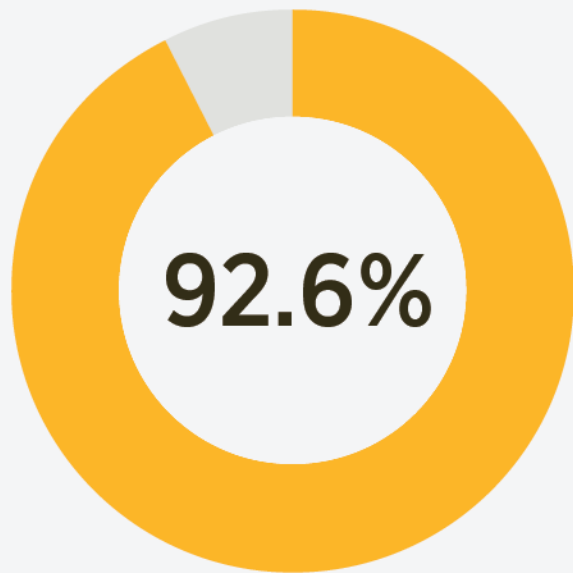


Mid-career
professionals

Those on a
management track
who want to lead

Which certification is for me?





Gained new insights into talent development as a result of becoming certified and maintaining their ATD credential.

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute.



ATD CI Certification Has Several Steps

Eligibility

- Years of experience in talent development
- Professional development hours

Current Resume in English

Application

Agree to Uphold Code of Ethics

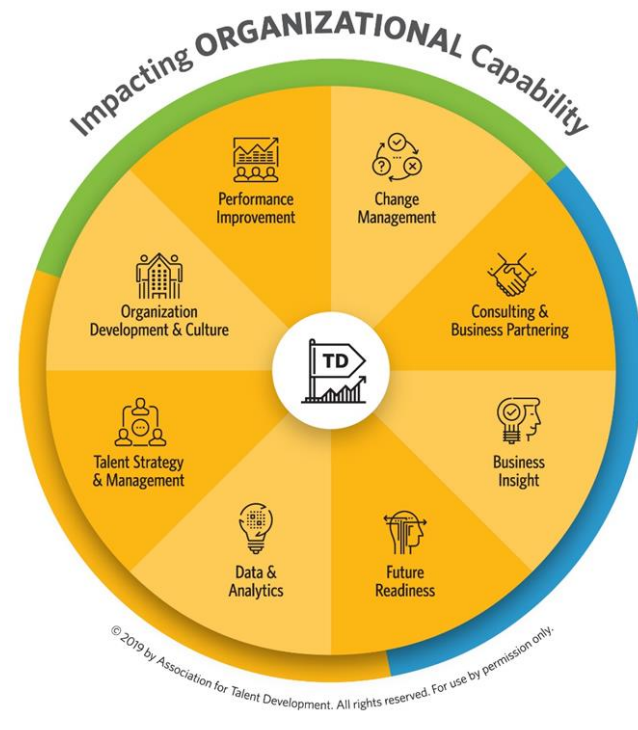
Payment

Standardized Exam

Recertification Every 3 Years

Eligibility: Years of Experience

- Hands-on, practical experience
- Working with **adults** in any setting
- Performing TD-related tasks regardless of title



Eligibility: Years of Experience

- No specific percentage of time spent required
- Does not need to be a continuous period of time

Remember: This is a *practice-based* exam You will need to be able to apply concepts in on-the-job scenarios during the exam

How Do You Prove Your Experience? Your CV/resume is used to validate your experience. We may also verify your stated employment by contacting employers.

Eligibility: Professional Development Hours

Reported Activities Must Be:

- Trackable and reportable
- Focused on the Professional and Organizational Capabilities
- >30 minutes in length

Reported Activities Can Be:

- Formal and informal learning
- Live, online, hybrid, recorded sessions all accepted
- Come from any provider if content is applicable

Eligibility: Acceptable Professional Development Hours



Not Applicable for Professional Development Hours



Do Not Include Sessions from These Topics:

- Developing your personal leadership skills
- Manager or team-building skills
- Project management topics
- Communication skills
- Diversity, equity, and inclusion topics (*including psychological safety at work*)
- Emotional intelligence
- Proprietary content programs (Clifton Strengthsfinder, DISC, LMS platform training)
- HR topics such as benefits/compensation
- Field-specific topics (e.g. new banking laws)

Preparing – Everyone Needs Their Own Plan

Read

- **Read the APTD or CPTD Certification Handbook** for all policies, procedures, test content outline, sample test questions

Plan

- **Make a Plan.** Consider how much time you can set aside, budget, and how you can best hold yourself accountable. Who will be your cheerleaders and accountability buddy?

Review

- **Use the ATD CI Study Planning Guide** to map out and schedule your approach to studying and review



Hi, Morgean. Welcome back!

Dashboard

My Activity

Benefits Center



Edit

Morgean Hirt

Talent Development
Director/Executive in Colleges,
universities, and professional
schools

My Bookmarks →

TD Capability Model

Self-Assessment

- ✓ Building Personal Capability
- ✓ Developing Professional Capability
- ✓ Impacting Organizational Capability

Reassess



My Learning Path

Certified Professional in Talent Development

My Learning Plan

5 of 13 Activities Completed

View All



View Capability Model →

My Membership

Professional Plus

EFFECTIVE: 02/28/2019 - 02/28/2029

Take advantage of all the member-only tools and resources to make the most of your membership.

Visit the Benefits Center →

Network Activity

Anyone can access the Capability Model website.
You do NOT need to be an ATD member.
You DO need to create a (free) td.org log in.

Identify Your Gaps

1. Complete the entire self-assessment in the [Talent Development Capability Model](#)
2. Start a *Learning Plan* by choosing your target credential as your Learning Path (*APTD-Ready / CPTD-Ready*)
3. The tool will identify ONLY those KSAs covered on your chosen exam where you have a proficiency gaps
4. Select ATD resources to close those gaps. Resources are targeted to your proficiency level and can be books, videos, articles, free and fee-based courses, and more

Click [here](#) for a job aid

Preparing for Certification



APTD candidates spend average of 60 – 80 hours preparing



CPTD candidates spend average of 80 – 100 hours preparing



Identify your target testing window and determine the number of weeks



Break your plan down week-by-week



Block study time on your calendar

Using ATD Resources



[Talent Development Body of Knowledge \(TDBoK\) Guide](#) – details content from the Capability Model. *This is INCLUDED with a Prep Course or in your ATD membership. Available in English and Arabic.*



Certification Preparation Courses – self-paced, on demand courses to help you feel confident in the topics covered on the [APTD](#) and [CPTD](#) exam (*includes TDBoK Guide and Practice Test access*)



Use full-length [Practice Test](#) to get comfortable with question format and exam platform. You get 3 attempts. Review the correct answers and why they are correct.



Join an [ATD Chapter Study Group](#) offered virtually. Learn from experts and peers; expand your professional network; have built-in cheerleaders and accountability buddies. You do not need to be a member to join a group.

Questions Answered Via Zoom

Talk to Certificants

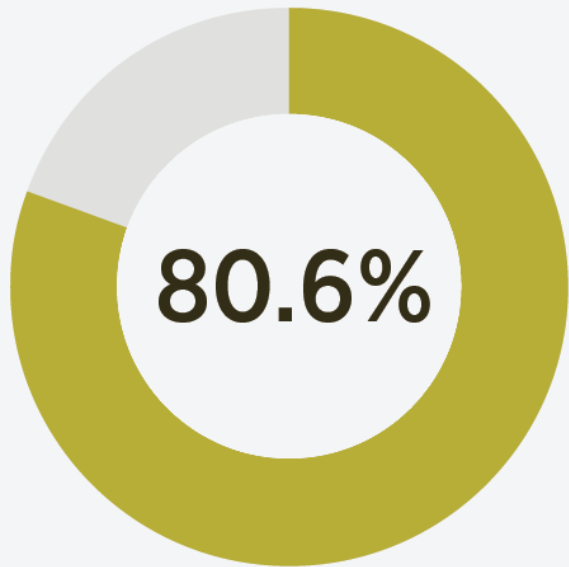
Join a group of current certificants and chat with them directly

- *Why did they pursue certification?*
- *How did they prepare?*
- *How has certification impacted their career?*

Talk to ATD CI Staff

Speak to ATD CI staff members about the application and testing process

- *What kind of professional development is eligible?*
- *How do I schedule an exam?*
- *What is it like testing using a remote proctor?*



Saw improved program effectiveness due to earning and maintaining their ATD credential.

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute.



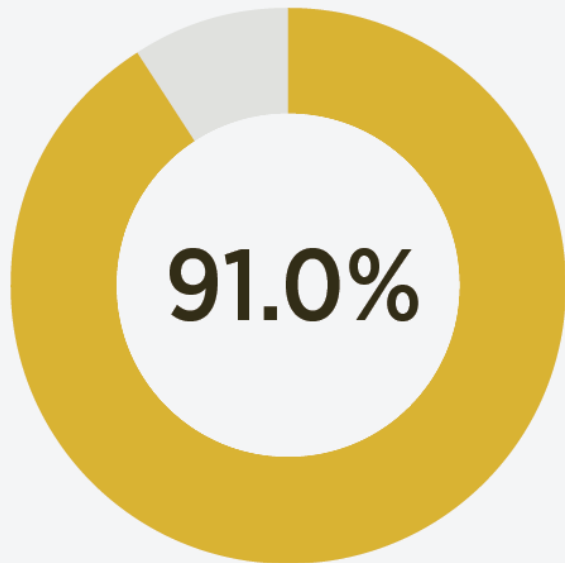
85.7%

of current certificants
would recommend
becoming ATD certified.

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute.



atd | CERTIFICATION
INSTITUTE



Gained confidence in their work
as a result of earning and
maintaining their certification.

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute.



Important Resources

- ***Candidate Handbook*** for your chosen credential [APTD](#) [CPTD](#)
- ***Study Planning Guide*** [APTD](#) [CPTD](#)
- **Test Content Outline** [APTD](#) [CPTD](#) [Comparative Outline](#)
- [Reference Reading List](#)
- [Current Chapter Study Groups](#) (*most are now virtual and welcome those outside their area*)

Questions After the Session?

- Browse the td.org webpages for [certification](#)
- Review the Candidate Handbook for requirements, policies, and procedures
- Email: certification@td.org
- Past webcasts to review:
 - [Which Certification is Right for Me?](#)
 - [Overcoming Obstacles to Certification](#)
 - [Getting Started on Your Certification Journey](#)
 - [Employer Panel: Do Employers Value Certification?](#)



Join a global community of
talent development experts –
earn your ATD certification
today!

www.td.org/certificaiton

certification@td.org