



CPTD Certification Simplified



What do you want to learn
about today?

Overview of CPTD Simplified

- What is the CPTD Certification?
- Eligibility and Application
- The Exam
- Create a Study Plan
- Q & A

What Is a Professional Certification Program?



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

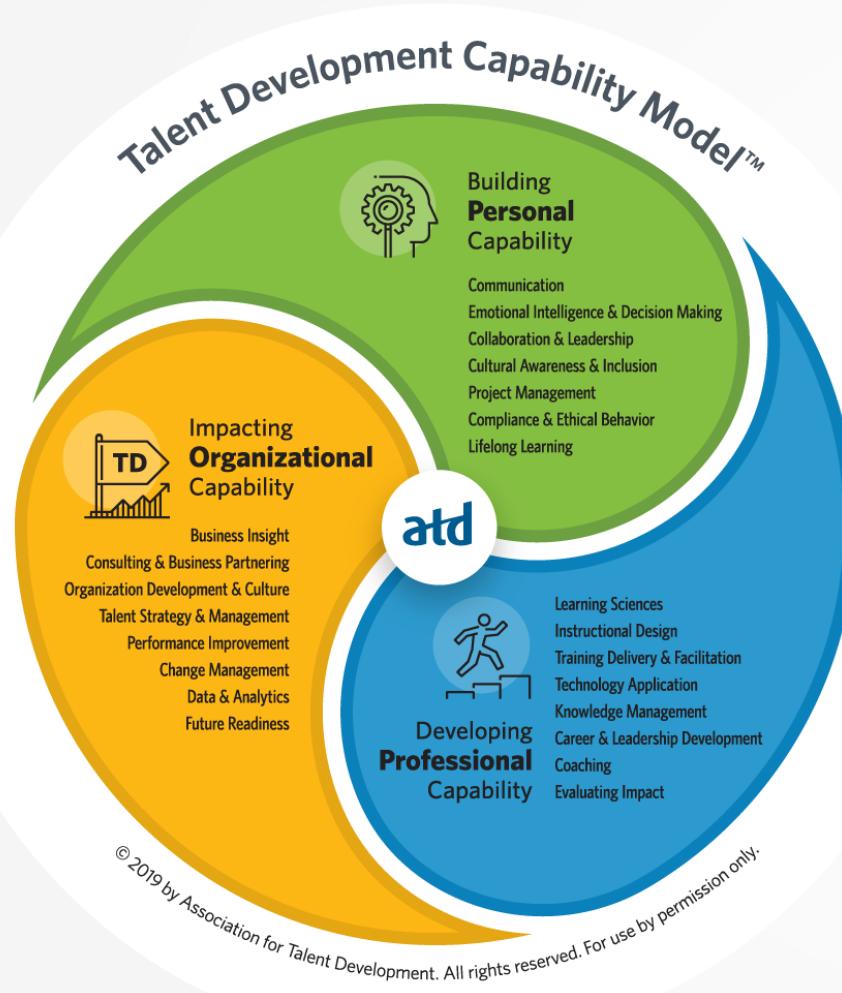


ATD established a *new global standard* for talent development with the research-based Talent Development Capability Model



The CPTD Certification exam is grounded in the Model

The TD Capability Model



A framework for what TD professionals need to know and do to be successful

3 Domains of Practice

Personal, Professional, Organizational

Defined Capabilities; Knowledge and Skills
The knowledge and skills on the exams are a subset.

[CPTD Content Outline](#)

Certified Professional in Talent Development



Who is a CPTD?

Those with **broader TD experience** who are in, or seek, a more **strategic role** within an organization

The CPTD Certification

Focuses primarily on *critical thinking and professional judgement* applied to on-the-job situations

Why Should I Pursue a Certification?

Top 5 Reasons

Indicates professional growth

Validates job-specific competency

Job mobility

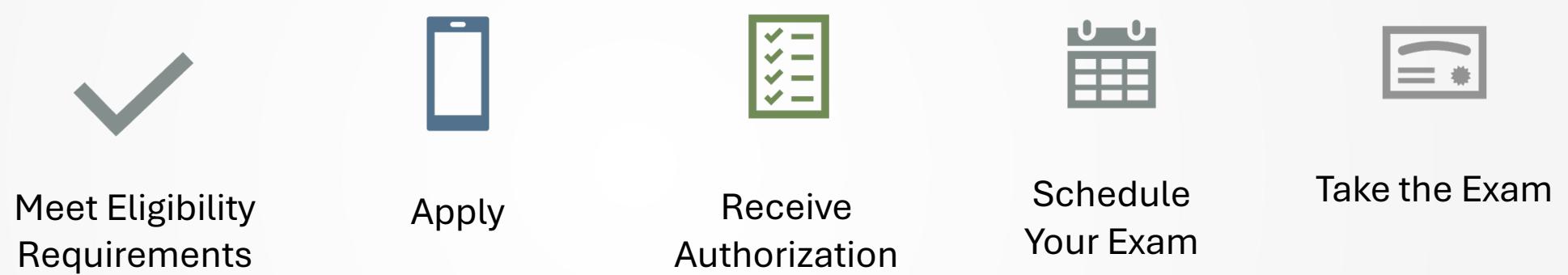
Boosts Confidence

Improved work performance

Visit: [Why Should I Pursue Certification?](#)

How Can I Become CPTD Certified?

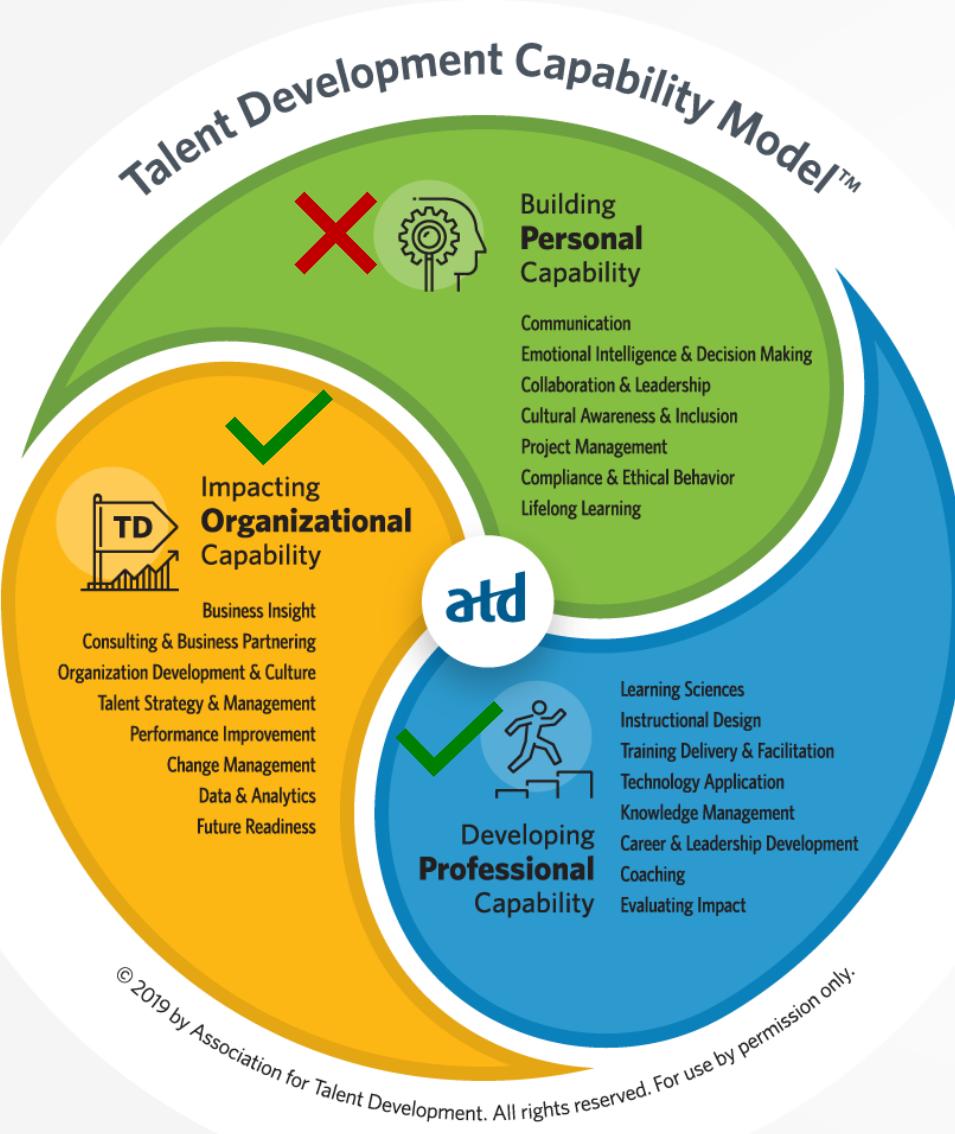
The CPTD Certification Process



CPTD Eligibility Pathways

Three Pathways			
Required	#1 Standard Pathway	#2 ATD Master Series Certificate Pathway	#3 APTD Pathway
Work Experience	5 years in TD PLUS 60 hours in TD topics	5 years in TD PLUS ATD Master Series Certificate <i>No additional PD</i>	4 years in TD PLUS Current APTD Certification <i>No additional PD</i>
Professional Development (PD) within the past 5 years			

Meet the Eligibility Requirements



CPTD Eligibility Requirements

- 1 **Work Experience**
5 years in TD
- 2 **Professional Development**
 - Within the most recent 5 years
 - 60 hours
 - In **Professional** and/or **Organizational** topic areas

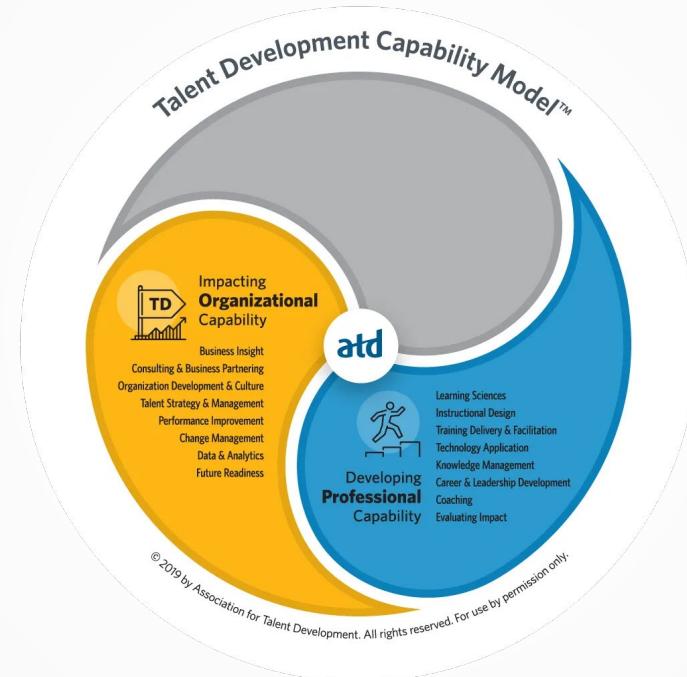


Organizational Capability

	Business Insight 8 knowledge & skill statements
	Consulting and Business Partnering 8 knowledge & skill statements
	Organization Development and Culture 13 knowledge & skill statements
	Talent Strategy and Management 16 knowledge & skill statements
	Performance Improvement 7 knowledge & skill statements
	Change Management 4 knowledge & skill statements
	Data and Analytics 7 knowledge & skill statements
	Future Readiness 6 knowledge & skill statements

Accepted PD Topics (60 hours required)

Visit the TD Capability Model



Building Personal Capability
Foundational abilities in the business world (PM);
Interpersonal skills (Building culture, trust, and engagement)



Professional Capability

	Learning Sciences 5 knowledge & skill statements
	Instructional Design 14 knowledge & skill statements
	Training Delivery and Facilitation 7 knowledge & skill statements
	Technology Application 15 knowledge & skill statements
	Knowledge Management 9 knowledge & skill statements
	Career and Leadership Development 8 knowledge & skill statements
	Coaching 8 knowledge & skill statements
	Evaluating Impact 5 knowledge & skill statements

Types of PD

- Courses, workshops, webinars (LinkedIn Learning)
- Conference or chapter sessions (ATD or SHRM)
- University coursework

Eligibility

Keep in Mind

- PD must be completed BEFORE applying.
- Documentation needed if selected for an audit.

Details: [CPTD Candidate Handbook](#)

The CPTD Exam Application

Complete the Application

Be Ready!

- ✓ You meet the eligibility requirements.
- ✓ PD details (titles, date completed, hours)
- ✓ Employment details; resumé to upload
- ✓ You have selected a [testing window](#)
- ✓ Apply at least 30 days before your testing window.



Complete the Application

Prepare to Apply

Start Anytime

Step 1: Access the [Certification Portal](#)

Step 2: Choose your CPTD Exam Pathway

Step 3: Add employment and PD details, resumé, [testing window](#)

Step 4: Make payment (\$975 member / \$1,350 nonmember)

- Random Audit- Documentation needed for PD if application is selected.
- After review and approval, **schedule your exam**.

About the CPTD Exam

What's on the Exam?



Content

20% Personal

45% Professional

35% Organizational

Format

90 Multiple Choice + 10 Scenario-Based Qs

3 hours

Application + Analysis Level

5 years of TD experience

Review the [CPTD Exam Content Outline](#)

What to Expect

Taken Remotely or at a Test Center

Immediate Results

Possible Score 200-800

Passing Score 500

Domain-level proficiency ratings

View in the [Certification Portal](#)



Create a Study Plan

Prepare Intentionally



STEP 1: Assess Your Knowledge & Gaps

STEP 2: Create a Study Plan

STEP 3: Choose Your Resources

STEP 1: Assess Your Knowledge...Gaps

Take the Online Self-Assessment at capability.td.org

- Using the TD Capability Model
- Choose the CPTD-Ready Learning Path
- Explore recommended ATD resources

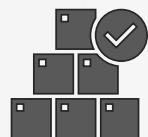
STEP 2: Create a Study Plan



Target testing window



Average of 6 months (80 – 100 hours)



Week-by-week planning



Block your calendar!

STEP 3: Choose Your Resources

Visit the [CPTD Prepare](#) webpage

- CPTD Study Planning Guide
- CPTD-Ready Learning Path (Self Assessment)
- TD Body of Knowledge (TDBoK) Guide
- Scenario Based (Case Management) Questions- [Video](#)

STEP 3: Choose Your Resources Adventure

- Join a [Chapter Study Group](#) ([Chapter locator](#))
- Register for the [CPTD](#) Preparation Course
- Utilize the full length [CPTD Practice Test](#)
- Join live [discussions](#) with CPTDs or staff
- Share on the LinkedIn [CPTD](#) Candidate Prep



More Information

Visit Us: www.td.org/certification

Contact Us: certification@td.org

Join Us:

[Zoom Office Hour with ATD CI Staff](#)

[Zoom Q&A with CPTDs](#)