

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

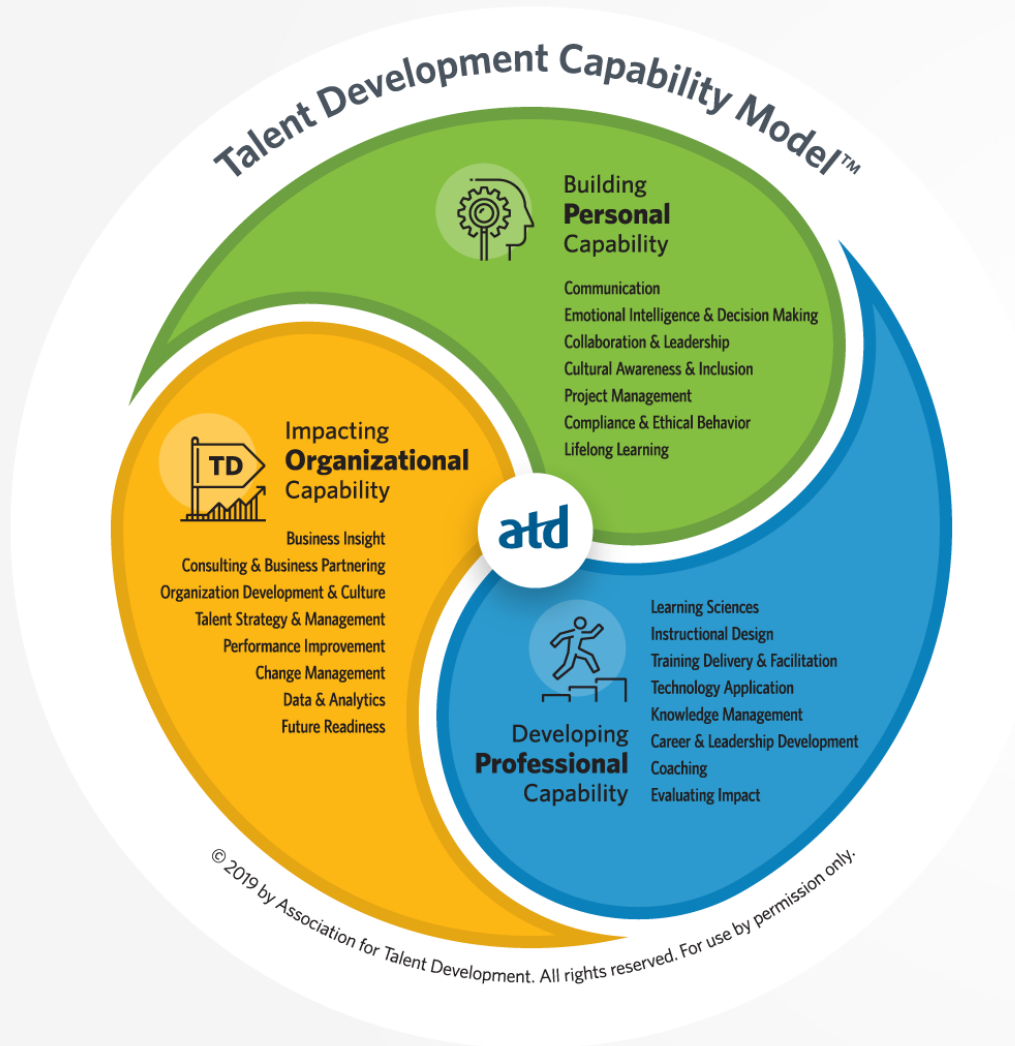


ATD established a *new global standard* for talent development with the research-based Talent Development Capability Model



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



Meet Eligibility
Requirements



Apply



Receive
Authorization



Schedule
Your Exam



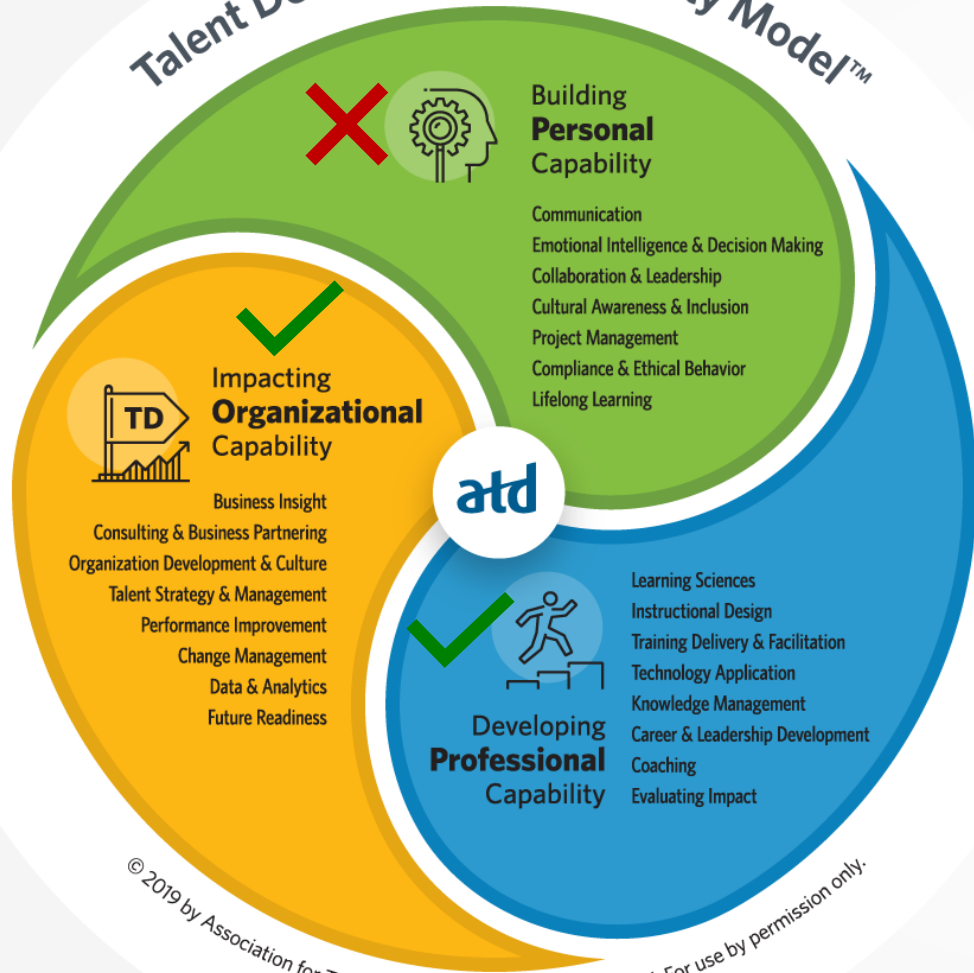
Take the Exam

CPTD Eligibility Pathways

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

Meet the Eligibility Requirements

Talent Development Capability Model™



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

Eligibility

Types of PD

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

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

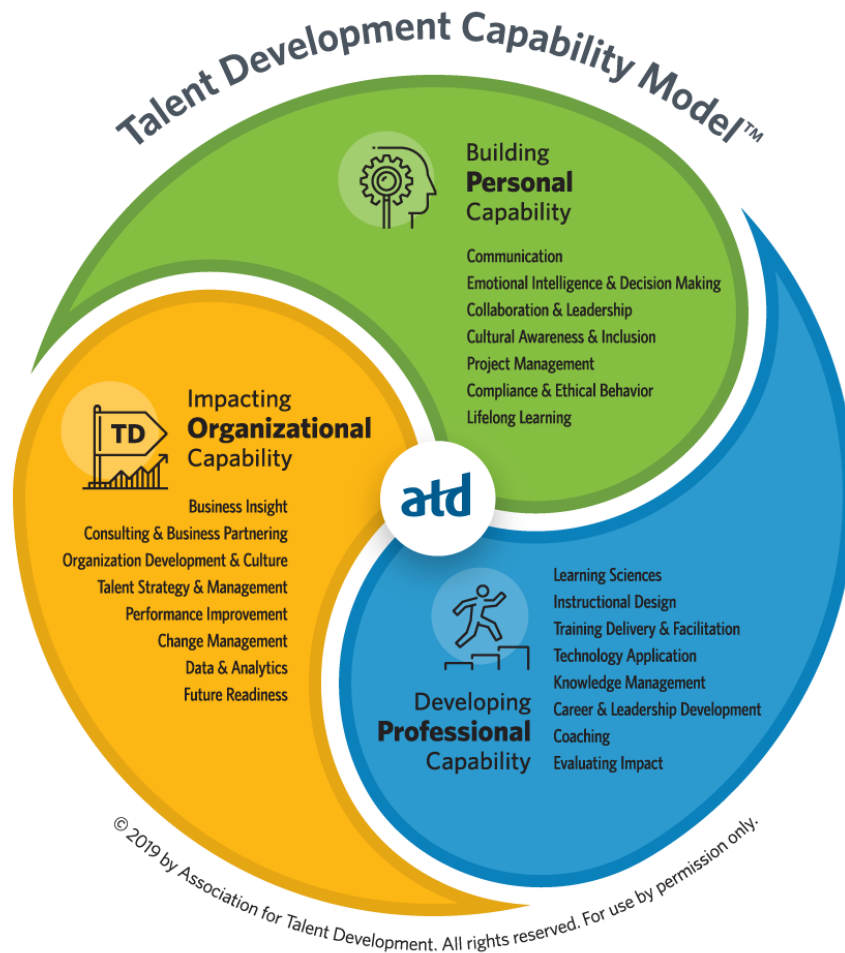
90 Multiple Choice + 10 Scenario-Based Qs

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



Association for
Talent Development

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](#)