

# CPLP: Why Now?

## The Four E's for Getting Started!

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# Topics

- **Identify the four requirements you need to fulfill to earn the CPLP certification**
- **Create a study strategy to help you prepare for the CPLP exams**
- **Develop an action plan to help you get started!**

# Let's Start with the "What?"

# What is the CPLP?

- CPLP (Certified Professional in Learning & Performance) is a certification for talent development professionals
- PMP and PHR are two examples of certifications in other industries
- Earning the CPLP requires passing two exams. Once earned, you can proudly display the CPLP title on your business cards and resume.
- Maintaining your certification requires recertifying once every three years.



# CPLP Fast Facts

- CPLP began (July 2016)
- CPLP celebrated it's 10 year anniversary (July 2016)
- More than 2,800 CPLP preferred jobs were posted on Monster.com and the ATD Job Bank to date (December 2015)
- There were 1,965 CPLP certifications awarded to date (December 2015)
- Approximately 15% of CPLP candidates live outside of the US and Canada (December 2015)



# What differentiates the CPLP?

## Certificate



## Diploma



## Certification



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# What differentiates the CPLP?

## The ATD Competency Model

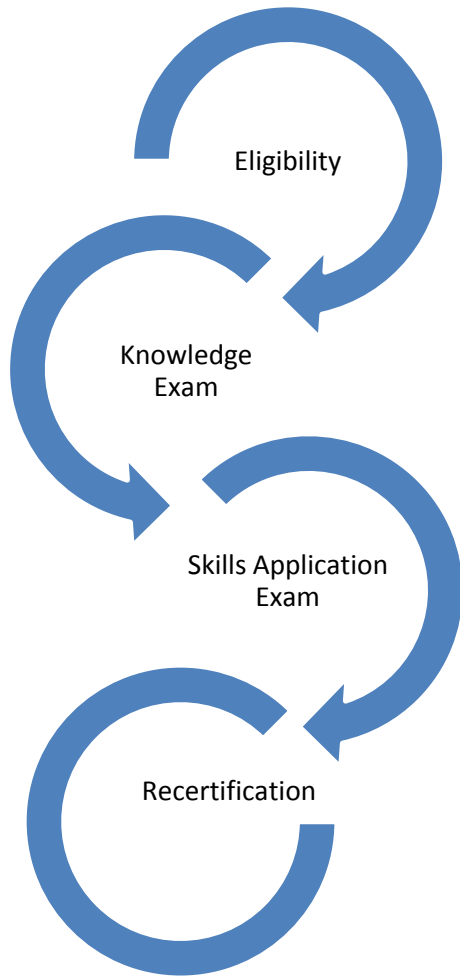


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- The CPLP is rooted in the rigorous research-based ATD Competency Model
- The ATD Competency Model identifies what people need to know and do to be successful in the talent development field
- The ATD Competency Model drives the CPLP exam content



# What are the requirements?



**Meet Eligibility Requirement & Apply**

**Pass the Knowledge Exam**

**Pass the Skills Application Exam**

**Recertify every 3 years to maintain**

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# CPLP Requirements

## ELIGIBILITY

**Minimum 5 years related education/experience**

### KNOWLEDGE EXAM

- 150 multiple-choice questions
- 10 areas of expertise
- 1 foundational competency

### SKILLS APPLICATION EXAM

- 100 items; Individual picks one of three area of expertise:
  - Instructional Design
  - Training Delivery
  - Managing Learning Programs
- Four case studies; 5-6 pages of supporting documentation and 25 linked items per case study, on average

## RECERTIFY

Every 3 years. 60 points. Credits can be earned in 5 categories.

Categories: continuing education, on the job experience, research and publishing, etc.

# Skills Application Exam: Sample Exam

- Go to [www.td.org/certhandbook](http://www.td.org/certhandbook) for the latest sample exams

# Let's Move to the “How”?

# How long will it take?

## Sample Action Plan

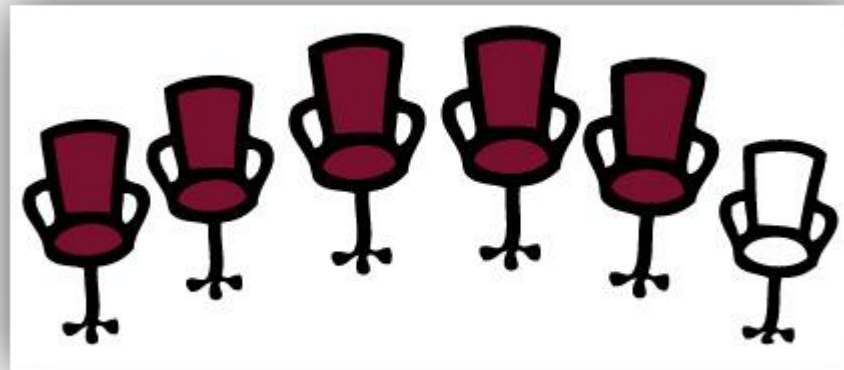
Steps	Dates	Approximate Duration
1. Register	07/27/16	45 minutes
2. Prepare for Knowledge Exam	7/28/16– 9/23/16	8 weeks
3. Take and pass Knowledge Exam	9/24/16	3 hours
4. Prepare for Skills Application Exam	11/15/16– 11/30/16	2 weeks
5. Take and pass the Skills Application Exam	12/1/16	3 hours
6. Skills Application Exam notification	2/15/16	10 weeks

To see the four Knowledge Exam and two Skills Application Exam testing windows, go to [www.td.org/cplp](http://www.td.org/cplp)

# How much feedback will I get?

- Knowledge Exam
  - Successful candidates: pass/fail
  - Unsuccessful candidates: category feedback
  
- Skills Application Exam
  - Successful candidates: pass/fail
  - Unsuccessful candidates: category feedback

# How do I prepare?



# ATD Resources

## **CPLP® Certification Handbook**

is the technical guide for the CPLP program. The CPLP® Certification Handbook provides individuals with everything needed to understand, participate in, and complete the CPLP certification process. [www.td.org/cplp](http://www.td.org/cplp)

## **ATD Interactive Guide**

A first step is to use the assessment tools in the ATD Interactive Guide. [www.td.org/Certification/Get-Started/CPLP-Orientation](http://www.td.org/Certification/Get-Started/CPLP-Orientation)

## **Knowledge Exam**

The second step is to consider purchasing the ATD Learning System. The ATD Learning System is the official study resource. In addition, ATD also offers a preparation class in three formats which includes the ATD Learning System. A number of local ATD chapters offer study groups. Studying with a partner is also a good option.

[www.td.org/Publications/Books/ASTD-Learning-System](http://www.td.org/Publications/Books/ASTD-Learning-System)

[www.td.org/Education/Programs/CPLP-Preparation](http://www.td.org/Education/Programs/CPLP-Preparation)

## **Skills Application Exam (SAE)**

The third step is to prepare for the SAE. ATD provides an SAE Study Guide and sample practice exams which are found on the Certification Handbook page. [www.td.org/cplp](http://www.td.org/cplp)



# Test Taking Strategies: Knowledge Exam

- Read all questions at least twice.
- Eliminate obvious incorrect categories / answers.
- Keep a neat list of your answers / notes.
- There may be other answers on the test that provide hints for other questions.
- Watch out for statements that are true; however they are not the correct answer for the question.
- Be careful to select the answer you mean to select.
- Keep your first answer unless you are certain a different answer is correct.
- Don't labor on one question - mark it and move on.
- Always answer ALL questions (no penalty for wrong answers).
- Use ALL time allotted.



# Test Taking Strategies: Skills Application Exam

- Choose the AOE in which you are a seasoned practitioner.
- Draw upon your experience as well as what you have read or studied.
- Rewrite themes when you study in your own words; how would you apply concepts to your own real projects?
- Use an inbox exercise to test your ability to respond to real-life situations.
- Use the ATD Learning System and the “Can I Apply It?” quizzes to ensure you have the necessary content knowledge in the three AOE’s and Global Mindset.
- Consider finding a study buddy or group to help you stay motivated.
- Manage your time carefully—three hours goes by quickly!

# Consider the Four Es

## The Four Es

- Eligibility
  - Do I meet the eligibility requirements?
- Expectations
  - Am I willing and able to put the time in?
- Examination
  - Do I understand the exam requirements?
- Expense
  - Am I or is my employer willing and able to make the investment?

## The 4 Es

### ELIGIBILITY:

Professionals must have at least 5 years of full-time work experience in the talent development profession or equivalent.

### EXPECTATIONS:

Candidates typically spend 80+ hours to prepare for the Knowledge Exam and another 30+ hours to prepare for the Skills Application Exam. ATD has many resources to help you prepare, including instructor-led workshops, an on-demand self-paced course, and the ATD Learning System, the official study resource for the CPLP exam.

### EXPENSE:

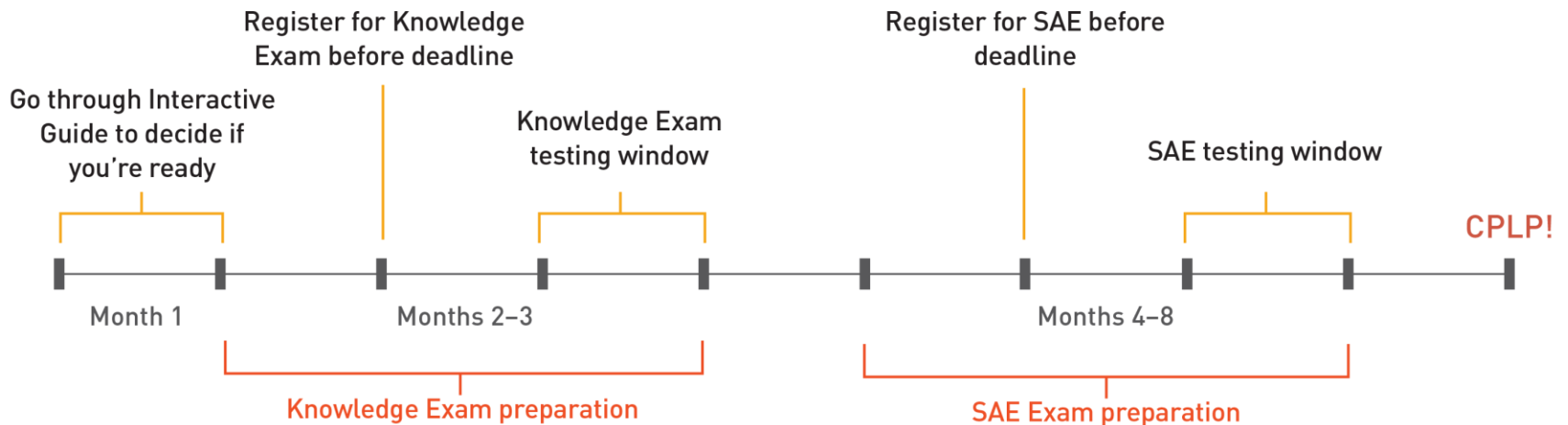
The CPLP registration fee is \$900 for current ATD members and \$1,250 for nonmembers. There is an additional cost for CPLP preparation resources.

### EXAMINATION:

Candidates must pass a Knowledge Exam, which covers 10 areas of expertise, and the Skills Application Exam, which applies knowledge to real-world scenarios.

# Planning Your Time

## Typical CPLP Timeline



# Next Steps

- Be sure to review the CPLP Certification Handbook

Once you are ready to apply:

- Visit <https://www.td.org/Certification/Apply-and-Register>
- Remember that you have one year to take and pass the knowledge exam from the date you apply

## **For more information**

For general program information, contact ATD Customer Care at [customercare@td.org](mailto:customercare@td.org) or 800.628.2783.

For detailed program information, see [www.td.org/cplp](http://www.td.org/cplp).