



Preparing for the CPTD Exam

AUGUST 11, 2022

Agenda

- ❑ What do we mean by professional certification?
- ❑ Talent Development Capability Model
- ❑ Overview of CPTD certification & eligibility guidelines
- ❑ Panelists
- ❑ Q&A
- ❑ Next Steps

What we are
NOT talking
about today...

Associate Professional in Talent
Development (APTD) Preparation

Why get certified?

Deciding between the APTD and CPTD

Details about how to apply

Upcoming and Recent webinars on these
topics: www.td.org/certification-webinars



What is a Professional Certification?



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



Eligibility = experience, education or both



Recertification = proof that knowledge is current

ATD Talent Development Capability Model

Certifications Grounded in Research

- Tied directly to the [Talent Development Capability Model](#)
- Personal, Professional and Organizational domains
- 188 Knowledge & Skill Statements
- Subset of statements are tested

www.td.org/capability-model





Certified Professional in Talent Development

DESIGNED FOR

- Talent development professionals in mid-later stages of career working in broad range of functional areas and/or management focus.
- Management level aspirations
- Organization-level

ELIGIBILITY REQUIREMENTS

- At least 5 years of work experience in talent development functions (60 months)
- 60 hours of qualifying professional development in the past 5 years
- APTD credential or ATD Master designation fulfills professional development requirement

Qualifying Work Experience

- ❖ Must involve working with adults performing talent development activities as described in the Professional Capability and/or Organizational Capability domains
- ❖ Role need not have a formal TD title
- ❖ TD activities can be portion of the job



Professional Development Guidelines

- ❖ Reputable organizations qualify. Does not have to be an ATD program
- ❖ Workshops, conferences, certificate programs, webinars, college courses can qualify
- ❖ Content must align with professional and organizational capability domains
- ❖ Completed within 5 years of applying for CPTD
- ❖ At least 30 minutes in length
- ❖ Trackable and reportable

Examples of Commercially Available Providers



CPTD Exam Details



90 Multiple-choice questions
10 Case management questions
3 hours to complete the exam



Exam content includes

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



Application oriented
Organizationally focused



Our Panelists

Alan Carrig, CPTD

Rosa Espinal-Perry, CPTD

Alicia Fuller, CPTD

Shane Jacques, CPTD

How did you prepare for the CPTD exam?

Created a
study plan &
blocked time

Joined a study
group

Read TDBoK
and
References

Reviewed
practice
questions

Made visual
aids & took
notes

Capability
Model self
assessment

CPTD prep
course

What was the most helpful?

TDBoK & reference list

Practice questions

Case management video

Study planning guide

Writing my own exam questions

Blocking off time to study

Prep course content

Study group

Online forums & resources

What would
you do
differently?

Take	Take more time to review content independently
Consider	Consider joining a study group (or not)
Be	Be intentional and actively study materials
Create	Create a plan and be strategic
Review	Review TDBoK sections first before self-assessing

What did you
get out of the
process?

Reaffirmed & reignited ideas

Employer recognition

Professional advancement

Filled knowledge gaps

Marketability, credibility & confidence

New network of peers

Advice for CPTD Candidates

Go

- Go for it!

Know

- Know your WHY

Share

- Share learning with others

Focus

- Focus on application

Reflect

- Reflect on preferred study method

Give

- Give yourself time & space

Q & A

Please chat out your questions for our panelists to “Everyone” in drop down menu



Next Steps



Important Resources

CPTD Study Planning Guide [CPTD](#)

[Reference Reading List](#)

[Practice test](#)

[Active Candidates Page](#) (includes handbook, content outline and more useful items for active candidates)

[Study group page](#)

[Free & inexpensive professional development](#)

[Talent Development Body of Knowledge](#)

[List of micro-courses \(available to ATD Professional Plus Members\)](#)