



My Plan to Achieve a Credential in 2022

FEBRUARY 10, 2022

Agenda

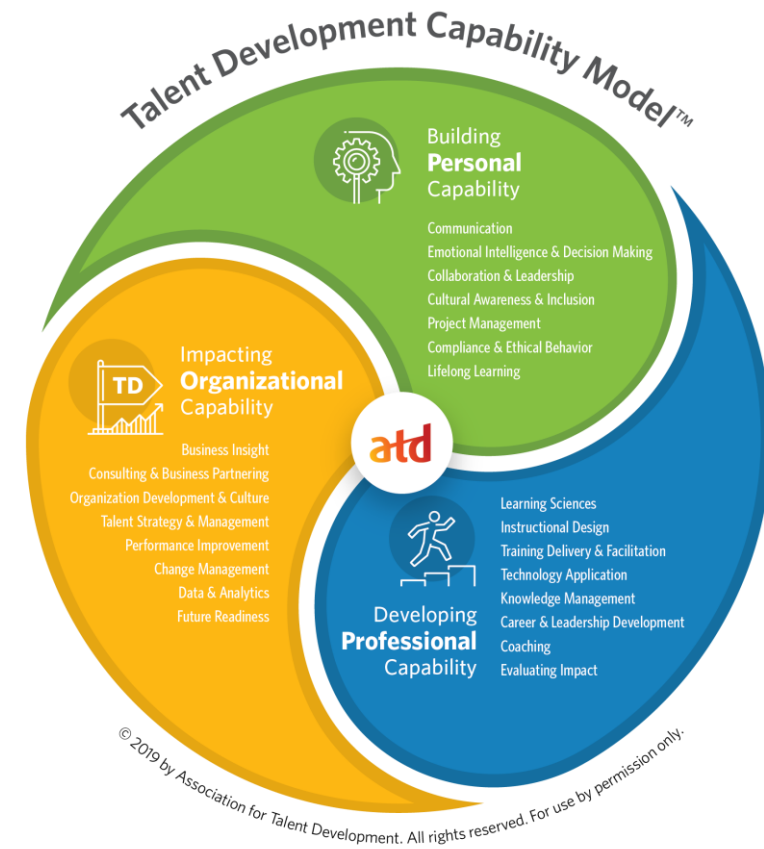
- ❑ Certification Overview
- ❑ Choose a career goal
- ❑ Eligibility Requirements
 - Work experience
 - Professional development
- ❑ Information you will need to apply
- ❑ Choosing a test window
- ❑ Getting started with a study plan
- ❑ Questions?

ATD Talent Development Capability Model

Certifications Grounded in Research

- Tied directly to the [Talent Development Capability Model](#)
- Personal, Professional and Organizational domains

www.td.org/capability-model



ATD CI Professional Certifications

ASSOCIATE PROFESSIONAL IN TALENT DEVELOPMENT (APTD)

- Talent development professionals in early stages of career or narrower focus on specific functional areas.
- Individual contributor
- Focused or technical expert



CERTIFIED PROFESSIONAL IN TALENT DEVELOPMENT (CPTD)

- 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



Your Planning Worksheet

Download your planning worksheet (beta version)

www.td.org/aptdplan

www.td.org/cptdplan

Go to the Summary tab

Your Career Goal

1) What is my career goal for the next few years?

Choose the answer that is closest to your career goal:

- Coach
- Elearning Professional
- HR/OD Professional
- Independent Consultant
- Instructional Designer
- Learning Technologist
- Talent Development Manager
- Trainer/Facilitator

Eligibility Requirements

APTD

- ❑ At least 3 years of work experience in talent development functions (36 months)
- ❑ 28 hours of qualifying professional development in the past 3 years
- ❑ ATD Master designation fulfills professional development requirement

CPTD

- ❑ 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



How much work experience do you have?

Go to the Summary tab in your planning worksheet

2) How many years of experience do you have in talent development functions?

Select your answer here ----->

- Under 3 years
- 3-4 years
- 4 years plus current APTD
- 5 or more years

Professional Development Guidelines

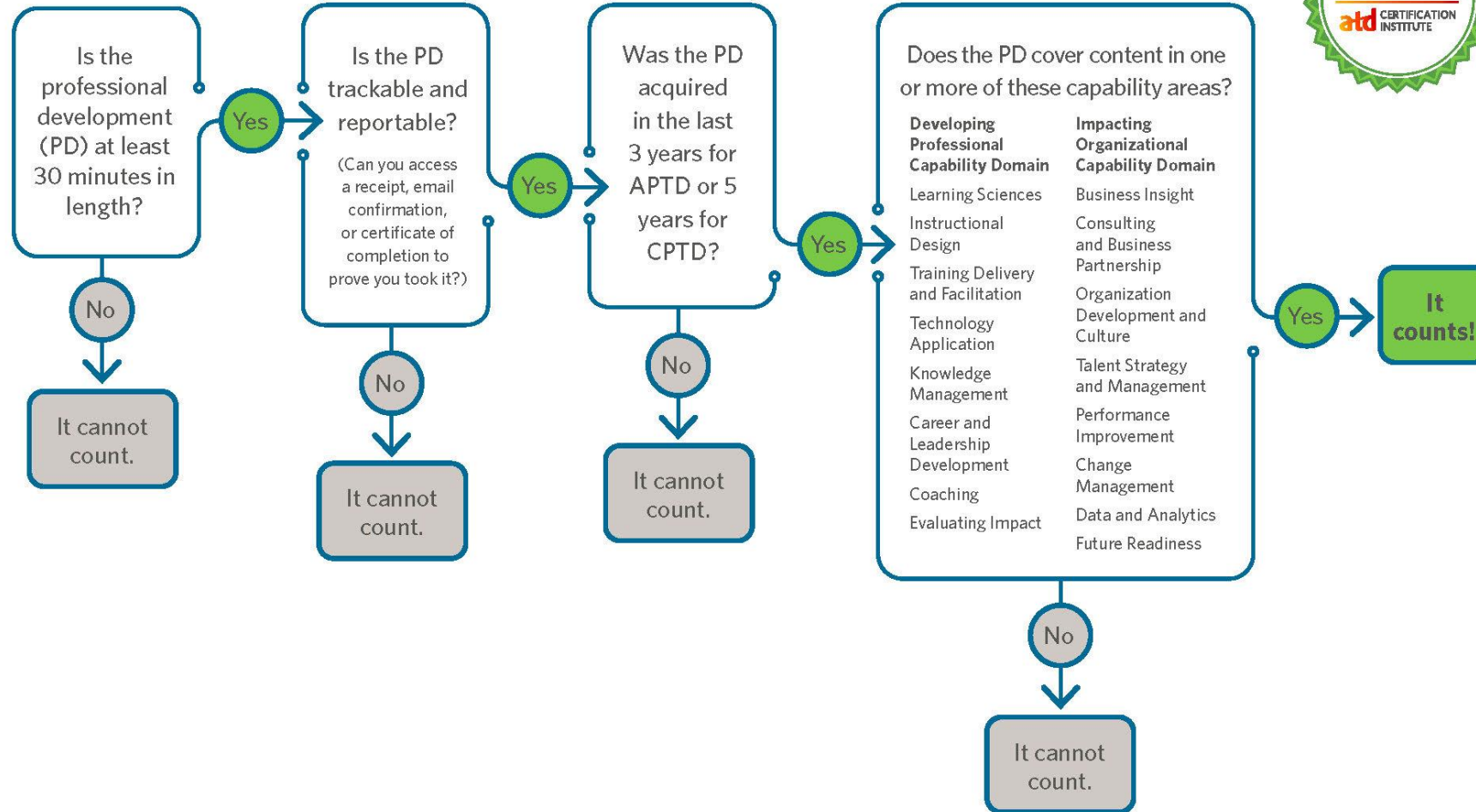
- ❖ Reputable organizations qualify. Does not have to be an ATD program
- ❖ Workshops, conferences, certificate programs, webinars, college courses can qualify
- ❖ Content must align with [professional and organizational capability domains](#)
- ❖ Completed within 3 years for APTD & 5 years for CPTD
- ❖ At least 30 minutes in length
- ❖ Trackable and reportable

Examples of Commercially Available Providers



Does It Count?

A Guide for Professional Development Certification Eligibility



How much professional development?

How many hours of qualifying professional development have you completed?*

Select your answer here →

- 0-27 hours
- 28-59 hours
- 60 or more hours
- Current APTD
- Completed ATD Master Program in the past X years

**This is a guesstimate at this point*

Do you appear to be eligible?

- If yes, continue with your current planning worksheet
- If no, you can switch to the other planning worksheet (see Resources tab)
 - www.td.org/aptdplan
 - www.td.org/cptdplan
- Get ready to document

What information will you need to apply?

- Dates of employment, company, title, capabilities included for that job, contact person
- Name of program, organization that provided it, dates for the program, capabilities covered and number of hours that would qualify
- Updated resume

Document it!

Gather your information – this will help when you are ready to apply

- ❑ Enter your work experience in the Work Experience tab
 - The “years” column will automatically total and convert your number to months
 - Use decimals to indicate partial years (7.5 years)
 - Your total will appear on the Summary page

- ❑ Enter your professional development in the Professional Development tab
 - Number of hours will total automatically
 - Your total will appear on the Summary page

How to choose a testing window

Go the Timing tab

- ❑ If you started preparing today, it is likely you could be ready by ---> **DATE**
- ❑ Look at the upcoming exam windows
- ❑ Choose a target window that is after or near the “you could be ready by” date

Upcoming Test Windows

APTD TEST WINDOWS		
Registration Deadline	Exam Window	Black Out Period
April 1, 2022	May 2 – July 28, 2022	June
June 1, 2022	July 1 – Sept 30, 2022	August
Aug 1, 2022	Sept 1 – Nov 20, 2022	October

www.td.org/certification/aptd/exam

CPTD TEST WINDOWS		
Registration Deadline	Exam Window	Black Out Period
March 1, 2022	Apr 1 – June 30, 2022	May
May 1, 2022	June 1- Aug 31, 2022	July
July 1, 2022	Aug 1 – Oct 31, 2022	Sept

www.td.org/certification/cptd/exam

Getting started with a study plan

- ❑ Study Plan tab includes content outline and example of the number of hours some candidates devote to each topic
- ❑ You can change the number of hours in the “Hours Required” column
- ❑ The number of weeks until your target test window will auto-calculate
- ❑ The number of hours of studying you should plan for each week will auto-calculate
- ❑ Download the Study Planning Guide
 - www.td.org/aptdstudyguide
 - www.td.org/cptdstudyguide

Completing your study plan

- ❑ Take the gap analysis in the study planning guide
 1. **Exploring** - I have had no exposure to this concept OR I have little knowledge or skill in this area.
 2. **Informed** - I only have general, conceptual knowledge or awareness of this concept OR I have limited ability to perform this skill. I need reference materials to complete tasks related to this concept.
 3. **Capable** - I am able to apply my knowledge of this concept in my work OR I can perform this skill consistently with minimal guidance.
 4. **Advanced** - I am able to apply in-depth knowledge of this concept OR I use my experience in this skill to lead or coach others in performing this skill.
 5. **Expert** - I provide expert advice and make sound judgments using my knowledge of this concept OR I provide consultation and leadership to others using this skill. I can foster greater understanding of this concept among colleagues and stakeholders.

- ❑ Update the hours you want to devote to specific topics in your study plan
- ❑ Adjust the target testing window, if necessary
- ❑ Add content resources you want to use – from the reference resource list, your own library, etc.

Next Steps

- ❑ Talent Development Body of Knowledge (TDBoK) www.td.org/tdbok
- ❑ Practice test <https://www.td.org/aptd-and-cptd-practice-test>
- ❑ Questions and zoom calls <https://www.td.org/certification-questions-and-calls>
- ❑ Certification Webinars: <https://www.td.org/certification-webinars>
- ❑ Download handbook
 - ❑ www.td.org/aptdhandbook
 - ❑ www.td.org/cptdhandbook

Resources

- ❑ Active candidates page – www.td.org/certification/active-candidates
 - Instructions about how to apply
 - Free & inexpensive professional development suggestions
 - Content outlines
 - Handbooks & study planning guides

- ❑ Linked In groups
 - CPTD Candidate Preparation <https://www.linkedin.com/groups/8896013/>
 - APTD Candidate Preparation <https://www.linkedin.com/groups/8660635/>

Questions?

□ Type your questions in the chat

Contact Us:

certification@td.org

**Send feedback on the planning worksheets to me at skaiden@td.org and put Feedback on APTD plan or CPTD plan in the subject line