CERTIFICATION INSTITUTE
Association for Talent Development

Agenda

- Brief overview of CPLP process
- Skills Application Exam basics
  - Format, focus, types of questions
- Preparation Strategies
  - SAE Prep Suggestions
  - Time management
  - Test-taking
- Resources
- Q&A

Overview of CPLP Process

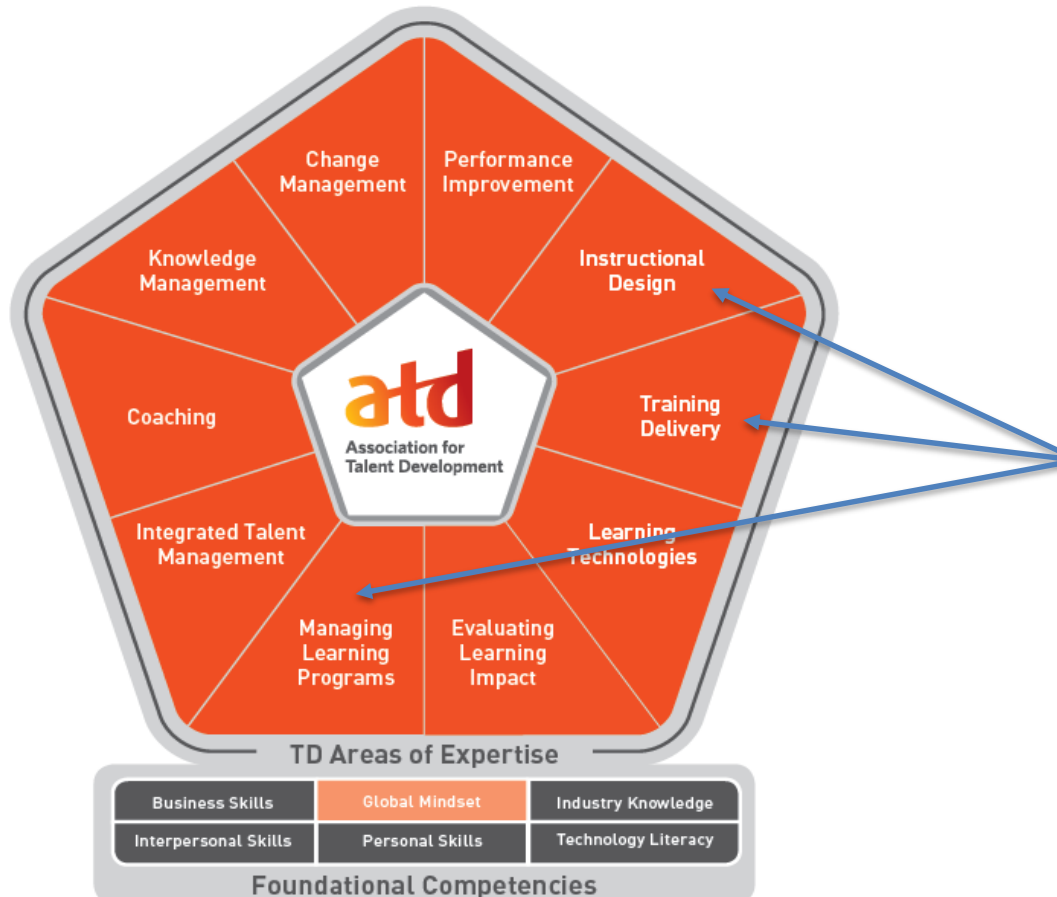|	**Earning the CPLP**
Eligibility	• 5 years full-time work experience • 4 years work experience plus 1 year related education • 4 years experience plus ATD Master Series
How Achieved	Awarded after passing: • 150-item Knowledge Exam • 100-item Skills Application Exam in one Area of Expertise
Recertification	Continuing professional development is required to maintain the certification; 60 hours every 3 years

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Skills Application Exam (SAE)

- Must pass Knowledge Exam (KE) first
- SAE focuses on one area of expertise
- Computer-based case-study exam
- Average time to study = 40 hours
- Pass rate ~70%

Focus of the SAE

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Primary Areas of Expertise
Secondary Area of Expertise

- Based on ATD competency model
- Applying theory to real world scenarios
- One area of expertise TD, ID, MLP
- Case studies on the area of expertise (AOE) you choose
- Questions will draw upon other AOEs

Skills Application Exam Format

- 4 case studies – overview plus 6-11 pages of supporting documentation
- 25 questions for each case (100 total)
- 3 hours
- Multiple choice, multiple select or short answer

Type of Questions

Sample Multiple Choice Question

Which of the following demonstrates that the talent development professional selected the learning approach that BEST addresses the needs of the learners and the organization?

Choose ONE.

       A. ○ SWOT analysis
       B. ○ Cost analysis
       C. ○ Climate survey
       D. ○ Audience analysis

Sample Short Answer Question

Participants' ability to perform the pin insertion task will be measured at which Kirkpatrick level?

Type your answer in the box below.

65 characters

Sample Multi-Select Question

Which curriculum platform elements of the Developing Future Executive Leaders program represent the 70 of the 70-20-10 model?

Choose THREE.

    ☐ Senior executive shadowing
    ☐ Job rotations
    ☐ Performance development and assessments
    ☐ Core process projects
    ☐ Program orientation
    ☐ Procedural instruction and review

Challenges

- Time management
- A lot of reading
- Won't have all the information
- Multi-select answers
- Unfamiliar surroundings

Any questions so far?

Preparation Suggestions

- Review your AOE in the Learning System
- Review content outline for AOE
  - Can you apply the concepts listed?
- Read the SAE Study Preparation Guide
- Take the SAE Practice Tests
- Take SAE in window after KE

Content Outline – Key Actions List

CPLP Skills Application Exam - Key Actions List

This list contains the key actions from the ATD Competency Model, by AOE, which are evaluated in the CPLP Skills Application Exam. Note that candidates need to pick only one area of expertise from the three presented.

AOE 2: Instructional Design[5]

KA1. Conducts a needs assessment: Identifies organizational objectives and the learning opportunity; identifies target population characteristics and characteristics of the environment; gathers and evaluates resources and information; analyzes findings; identifies anticipated constraints or problems affecting design success or failure, such as equipment deficiencies or lack of support; defines basic outcomes of the learning solution to solve the problem or meet the opportunity.

KA2. Identifies appropriate learning approach: Selects learning approaches that best address the needs of the learners and the organization, such as formal classroom training versus an informal approach.

KA4. Collaborates with others: Builds partnerships and relationships among the stakeholders in a learning design project and establishes approval processes for each step of the design process.

KA5. Designs a curriculum, program, or learning solution: Uses a variety of techniques for determining instructional content; plans and designs the curriculum, program, or learning solution; designs an experience that enables informal learning.

Preparation Strategies

- Use visuals from surprising sources
  - Quizlet, Pinterest, Instagram
- Know answers to all questions in AOE
- Concentrate on AOE but don't neglect key areas like Kirkpatrick, Learning Theories
- Teach others about what you are learning
- Practice skimming materials for key items

Get Visual!

Time Management

- Clock counts backwards
- 45 minutes/case study - set benchmarks
  - 2 hrs 15 min after CS 1, etc
- Read questions <u>before</u> materials
- Skim materials for answers
- Answer questions as you go
- Practice working with one screen
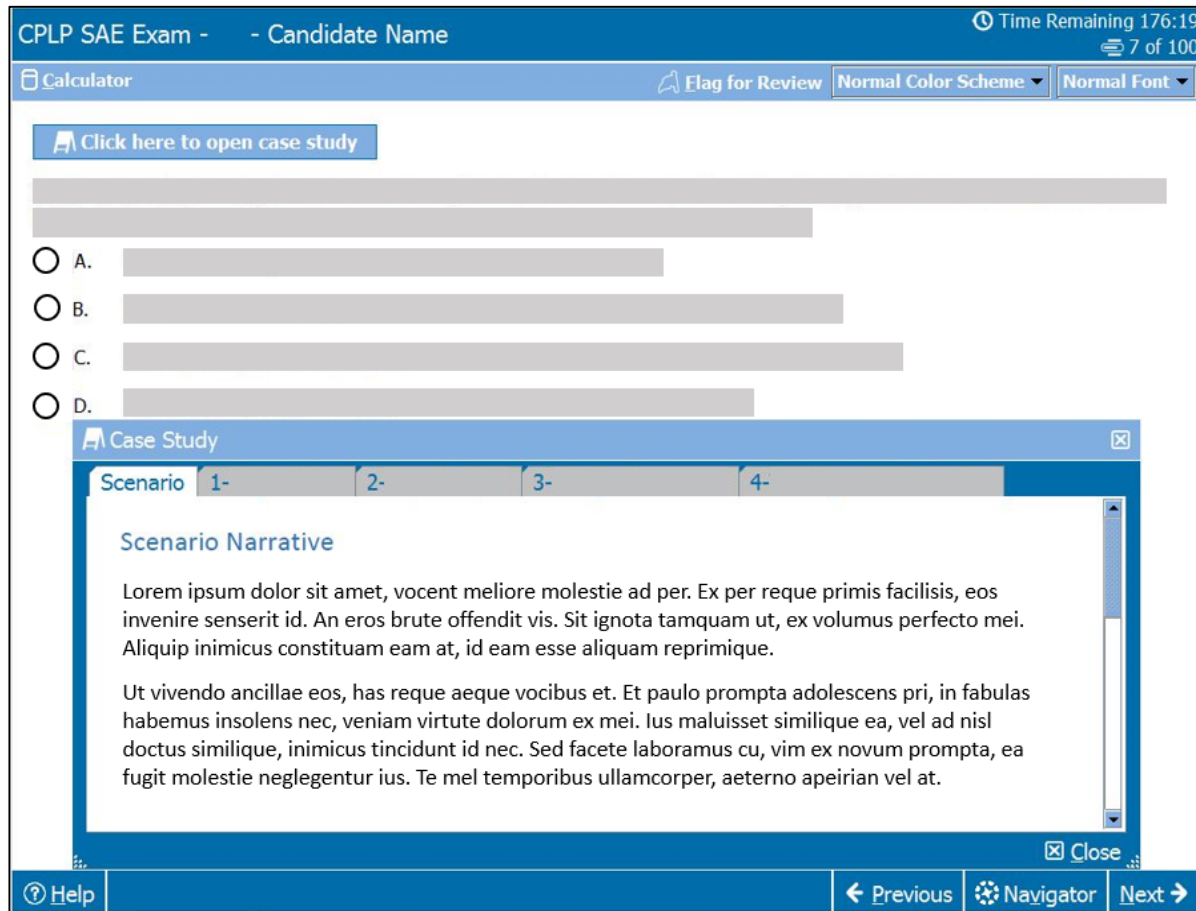
SAE Sample Screen

You will have one screen with windows as shown above.

Test Taking Strategies

- Read the instructions at the beginning – time clock doesn't start until you're done
- Don't be distracted by question length
- Focus on core of each question
- Go with your first instinct
- Flag questions you want to review
- You don't have to get 100%
- Eat a good breakfast

Review Screen

Resources Available

CPLP Prep Page

- SAE Practice Cases
- SAE Preparation Guide

- CPLP Interactive Guide Section on SAE
- 10-Minute case studies (members-only) https://casebycase.td.org/
- Linked In Group for CPLP Candidates
- Local Chapters www.td.org/chapters

Additional Resources

- [Active Candidates Page](#)
  - [Certification Handbook](#) for Content Outlines
  - [SAE Preparation Guide](#)
- SkillTracker www.td.org/skilltracker
  - Self Assessment – compare yourself against the ATD competency model
  - Practice Tests – mainly for Knowledge Exam

Q&A

- Type your questions for panelists in the chat module to All Participants

Contact Us

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