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 its 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?
What differentiates the CPLP?

- 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
# CPLP Requirements

## ELIGIBILITY
Minimum 5 years related education/experience

<table>
<thead>
<tr>
<th>KNOWLEDGE EXAM</th>
<th>SKILLS APPLICATION EXAM</th>
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</thead>
<tbody>
<tr>
<td>• 150 multiple-choice questions</td>
<td>• 100 items; Individual picks one of three area of expertise:</td>
</tr>
<tr>
<td>• 10 areas of expertise</td>
<td>• Instructional Design</td>
</tr>
<tr>
<td>• 1 foundational competency</td>
<td>• Training Delivery</td>
</tr>
<tr>
<td></td>
<td>• Managing Learning Programs</td>
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<tr>
<td></td>
<td>• Four case studies; 5-6 pages of supporting documentation and 25 linked items per case study, on average</td>
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## 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 for the latest sample exams
Let’s Move to the “How”?
Sample Action Plan

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

To see the four Knowledge Exam and two Skills Application Exam testing windows, go to www.td.org/cplp

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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

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

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 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
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.
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 AOEs 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

- Go through Interactive Guide to decide if you’re ready
- Register for Knowledge Exam before deadline
- Knowledge Exam testing window
- Knowledge Exam preparation
- Months 2–3
- Register for SAE before deadline
- SAE testing window
- SAE Exam preparation
- Months 4–8
- CPLP!

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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 or 800.628.2783.

For detailed program information, see www.td.org/cplp.