



# How to Prepare for the CPLP

## **CPLP Panelists:**

Bill Corrigan

Natasha Roberts

Anne Scott

Colleen Worthington



*Elevating the Talent Development Profession*

# Agenda

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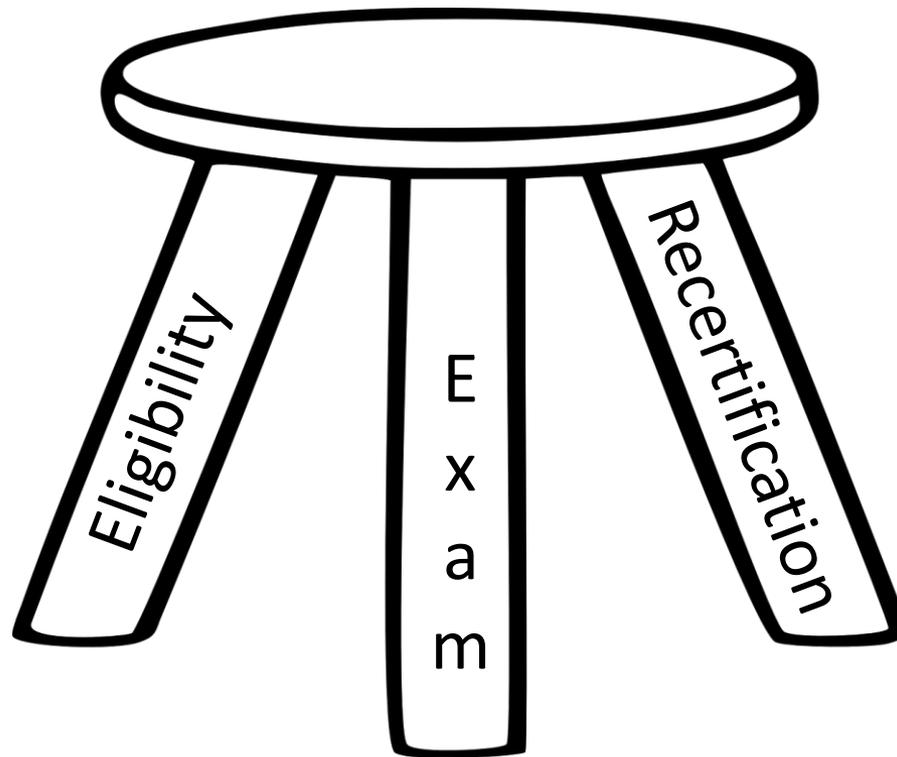
- CPLP Basics– 15 minutes
- Meet our Panelists – 10 minutes
- Panelist Insights – 20 minutes
- Q&A – 15 minutes

# CPLP Basics

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- What is Certification?
- Who is the CPLP for?
- What does it cover?
- Eligibility
- Exam
- Time & Money
- Prep Available

# Understanding Certification: 3 Legs of the Certification Stool



# The ATD Competency Model



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- defines the latest competencies needed for success across the entire TD industry.
- provides a professional development roadmap for TD leaders and practitioners.
- provides the opportunity to align individual and organizational goals against an industry standard backed by research and forward-thinking

ATD CI credentials are based on the ATD Competency Model

The Certified Professional in Learning and Performance (CPLP) is broad based and measures a talent development professionals' competency in 10 areas of expertise (AOEs) with a focus on global mindset as defined by the latest ATD Competency Model.

### **What Topics are Covered?**

The Certified Professional in Learning and Performance (CPLP) credential covers ten areas of expertise:

1. Instructional Design
2. Training Delivery
3. Learning Technologies
4. Evaluating Learning Impact
5. Managing Learning Programs
6. Integrated Talent Management
7. Coaching
8. Knowledge Management
9. Change Management
10. Performance Improvement

### **Who is It For?**

CPLP candidates are seasoned professionals (5+ years of full-time experience) who want to distinguish themselves in the field and advance their career goals.

CPLP is best suited for seasoned TD professionals:

- Who have deep knowledge and experience enhancing employee learning and performance.
- Who are looking to demonstrate expertise and commitment to the profession.
- With a global mindset and the ability to work across cultures and borders.

# CPLP Eligibility

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- Five years full time experience in talent development or related field

OR

- Four years of full time experience PLUS one year of higher education in TD field

OR

- Four years of full time experience plus attainment of the APTD credential or completion of ATD Master series program

# CPLP Exams

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- Two exams – 3 hours each
- Knowledge Exam
  - 150 multiple choice questions (10 AOE's)
- Skills Application Exam (SAE)
  - Case based exam on one focus area:
    - Instructional Design, Managing Learning Programs for Training Delivery
  - 4 cases with 25 questions per case, multi-select, short answer and multiple choice
- Both taken at secure testing center

# Category Weighting

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Area of Expertise	Weight on the Exam
Performance Improvement	13-14%
Instructional Design	13-14%
Training Delivery	13-14%
Learning Technologies	11-12%
Evaluating Learning Impact	11-12%
Managing Learning Programs	8-9%
Integrated Talent Management	8-9%
Coaching	8-9%
Change Management	8-9%
Knowledge Management	5-6%

# Time & Money

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- 6-9 months to prepare
- Average hours study time
  - 80 hours for knowledge exam
  - 30-40 hours for skills application exam
- Exam fee: \$900 mem/\$1250 non-member
- Learning System: \$300 mem/\$400 non
- Prep Course: \$995 mem/\$1295 non
  - Courses include Learning System

# Preparation Options

Course Type	Pros	Cons
Instructor-Led	<ul style="list-style-type: none"> <li>• Guidance of instructor</li> <li>• Meet other candidates</li> <li>• Face to Face energy</li> <li>• Potential study buddies</li> <li>• Good kick-off for studies</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Travel expenses</li> <li>• Condensed into 2 days</li> </ul>
Instructor-Led Online	<ul style="list-style-type: none"> <li>• Guidance of instructor</li> <li>• Spread out over 7 weeks</li> <li>• Can study in-between</li> <li>• More convenient</li> <li>• Potential study buddies</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Energy in the room</li> </ul>
On-Demand	<ul style="list-style-type: none"> <li>• Convenience</li> <li>• Can review multiple times during preparation</li> <li>• Interactive quizzes</li> </ul>	<ul style="list-style-type: none"> <li>• No instructor</li> <li>• No interaction with other candidates</li> <li>• Self discipline needed</li> </ul>
Learning System Only	<ul style="list-style-type: none"> <li>• Least expensive</li> </ul>	<ul style="list-style-type: none"> <li>• Limited interactivity</li> </ul>

# 2019 CPLP Exams

CPLP Knowledge Exam Registration Deadlines	2019 Testing Windows
April 24	June 5-26
July 24	September 4-25
November 6	December 4-20
Skills Application Exam (SAE) Registration Deadline	2019 Testing Windows
June 26	August 7-28
September 25	November 6-26
January 2020	February 2020

# Recertification Requirements

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- Every three years
- 60 recertification credits
  - Six different categories to earn credits
    - Continuing Education
    - Speaking & Instructing
    - On the Job Experience
    - Research & Publishing
    - Leadership & Recognition
    - Professional Membership
- \$200 recertification fee

# Meet Our Panelists

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- Anne Scott
- Bill Corrigan
- Colleen Worthington
- Natasha Roberts



# Benefits of CPLP

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- Expanded my breadth of knowledge
- Ability to make connections between learning, performance & other areas
- Confidence
- Credibility
- Career advancement & promotion
- Personal and professional development

# Most Challenging

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- Large body of knowledge
- Depth and detail required across AOE's
- Slow reader – needed strategies
- There will be material you don't know
- Test taking nerves
- Technical issues at test center
- Time management on the exam

# Most Helpful

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- Read and re-read Learning System
- Take practice tests – simulate test center
- Writing things down in your own words
- Flashcards
- Use different methods of studying
- Relating theory to real life experience
- OneNote notebook & study plan
- Having a deadline and a plan

# Anne's OneNote System

Knowledge Exam  
Monday, January 16, 2017  
10:49 AM

<https://www.td.org/Publications/Books/ASTD-Learning-System>  
[http://reader.td.org/login?product=181301&\\_ga=1.175352358.586968623.1475086433](http://reader.td.org/login?product=181301&_ga=1.175352358.586968623.1475086433)

Target Knowledge Exam window: 4/1 – 4/22  
EXAM - 4/18 (Tuesday)

Week of	Content Area	Complete
1/16	Purchase <a href="#">Learning System</a> Set up Study Schedule Complete <a href="#">Interactive Guide</a> Review <a href="#">CPLP Certification Handbook</a> Review <a href="#">Knowledge Exam Content Outline</a> Confirm access to Learning System	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
1/23	Confirm Study Group with ATD Chapter <a href="#">Take pCPLP</a> Chapter 0 (Introduction to Learning System)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
1/30	1: Performance Improvement Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2/6	2: Instructional Design Review <a href="#">Knowledge Exam Content Outline</a> Register for Exam by 2/15/17	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2/13	3: Training Delivery Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2/20	4: Learning Technologies Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2/27	5: Evaluating Learning Impact Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3/6	6: Managing Learning Programs Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3/13	7: Integrated Talent Management Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3/20	8: Coaching Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3/27	9: Knowledge Management Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4/3	10: Change Management Review <a href="#">Knowledge Exam Content Outline</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4/10	11: GlobalMindset	<input checked="" type="checkbox"/>

- **Complete a Self-Assessment** - The CPLP Exam covers all the Areas of Expertise (AOEs) outlined in the ATD Competency Model. To assess your level of knowledge/familiarity with the topics in each of the AOEs, complete the CPLP Knowledge Self-Assessment. [Click here](#) to take the assessment.
- **Take the Practice CPLP Exam** – What better way to assess how you would do on the CPLP exam than by taking a practice exam? The CPLP practice exam ([pCPLP](#)) contains 100 questions that mirror those on the actual CPLP exam. [Take the pCPLP](#) so you can evaluate your strengths and weaknesses within each AOE.

Pasted from <<https://www.td.org/Certification/Get-Started/CPLP-Orientation/Exam-Assess.aspx>>

Resources:  
<https://www.td.org/Certification/Get-Started/CPLP-Orientation/Resources.aspx>

Consider completing Career Navigator tool:  
<https://www.td.org/Communities-of-Practice/Career-Development/Career-Navigator>

LinkedIn CPLP Group:  
<https://www.linkedin.com/groups/113118>

CPLP Updates:  
<https://www.td.org/Certification/Get-Started/CPLP-Updates>

# Practice Tests

[www.td.org/skilltracker](http://www.td.org/skilltracker)

The screenshot displays the Skill Tracker website interface. At the top left is the logo for 'atd SKILL TRACKER' with the text 'Skill Tracker' next to it. A red arrow points to the 'ATD Practice Tests' link in the navigation menu. The navigation bar includes 'Self-Assessment', 'Career Planning', 'ATD Practice Tests', and 'Skill Tracker Resources'. On the top right, there is a user profile 'Hi, Susan' with a dropdown arrow and a 'Logout' button.

The main content area is divided into several sections:

- Self-Assessment:** A green box with text: 'Click here to assess your skills for your current Role/Track, so you can identify skill gaps and automatically generate a plan for closing them. Click here for help selecting which Role/Track is most appropriate; click here to change your Role/Track.'
- My Assessment Results:** A grey box featuring a donut chart showing '50.0%' completion. The chart is split into a red section for 'Skill Gaps' (1) and a green section for 'Proficient Tasks' (1).
- Start/View Practice Tests:** A green box with text: 'Click here to start a Practice Test or view results and recommendations for those you have completed. Remember to click the Excel icon on the results page to see detail on which questions were answered correctly.'
- View Personalized Learning Plan:** An orange box with text: 'Click here to view automatically generated recommendations that can close your skill gaps. This includes both Role/Track assessments and Practice Tests. These recommendations are updated frequently, and you can Refresh Activities to see the latest without re-assessing or re-taking the Practice Tests.'
- Top Strengths:** A dark grey box with the text 'No results to view'.
- Top Skill Gaps:** A dark grey box with the text 'No results to view'.

# Practice Test List

## Practice Test List



Here you can see the available Practice Tests. If you have already completed one, click the View link to see a Summary of results or personalized recommendations for improvement.

Perform your self-assessment on a specific Role/Track to identify other development opportunities.

Select the Assessment Results or Personalized Learning Plan buttons to view Practice Test results together with your self-assessment results.

Assessment Results Personalized Learning Plan Cancel    

Practice Test Name	Practice Test Date Last Performed	View Summary	View Personalized Learning Plan For KA	Result
<a href="#">Practice Test for APTD (30 questions, 30 minutes)</a>	04/20/18	<a href="#">View</a>	<a href="#">View</a>	Advanced Proficiency 
<a href="#">Practice Test for CPLP (50 questions, 50 minutes)</a>	10/02/17	<a href="#">View</a>	<a href="#">View</a>	Consistent Proficiency 

Assessment Results Personalized Learning Plan Cancel    

# Practice Test Summary

Practice Test Name	Questions Incorrect	Questions Correct	Point Total	Points Missed	Rating	Minimum Rqmt	Gap	Recommendations
Practice Test for CPLP (50 questions, 50 minutes)	14	36	50	14	3	4	-1	<a href="#">View</a>

## Summary

You may want to focus on these subtopics: Change Management, Instructional Design, Performance Improvement, Evaluating Learning Impact, Training Delivery, Managing Learning Programs, Integrated Talent Management, Learning Technologies, Knowledge Management, Coaching

Practice Test Subtopics	Percentage Correct	Questions Correct
Change Management	60%	3/5
Instructional Design	87%	7/8
Performance Improvement	71%	5/7
Evaluating Learning Impact	100%	5/5
Training Delivery	57%	4/7
Managing Learning Programs	80%	4/5
Integrated Talent Management	80%	4/5
Learning Technologies	20%	1/5
Knowledge Management	100%	2/2
Coaching	100%	1/1

# Advice for Aspiring CPLP's

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- Give yourself plenty of time to prepare!
- Consider joining or creating a study group
- Find a study buddy if you can
- Develop a plan and timeline
- Hold yourself accountable
- Use the Study Group Guide
- Use the content outline
- Take the Learning System with you

# Content Outline – Key Actions List

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## CPLP Skills Application Exam - Key Actions List

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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**<sup>5</sup>

**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.

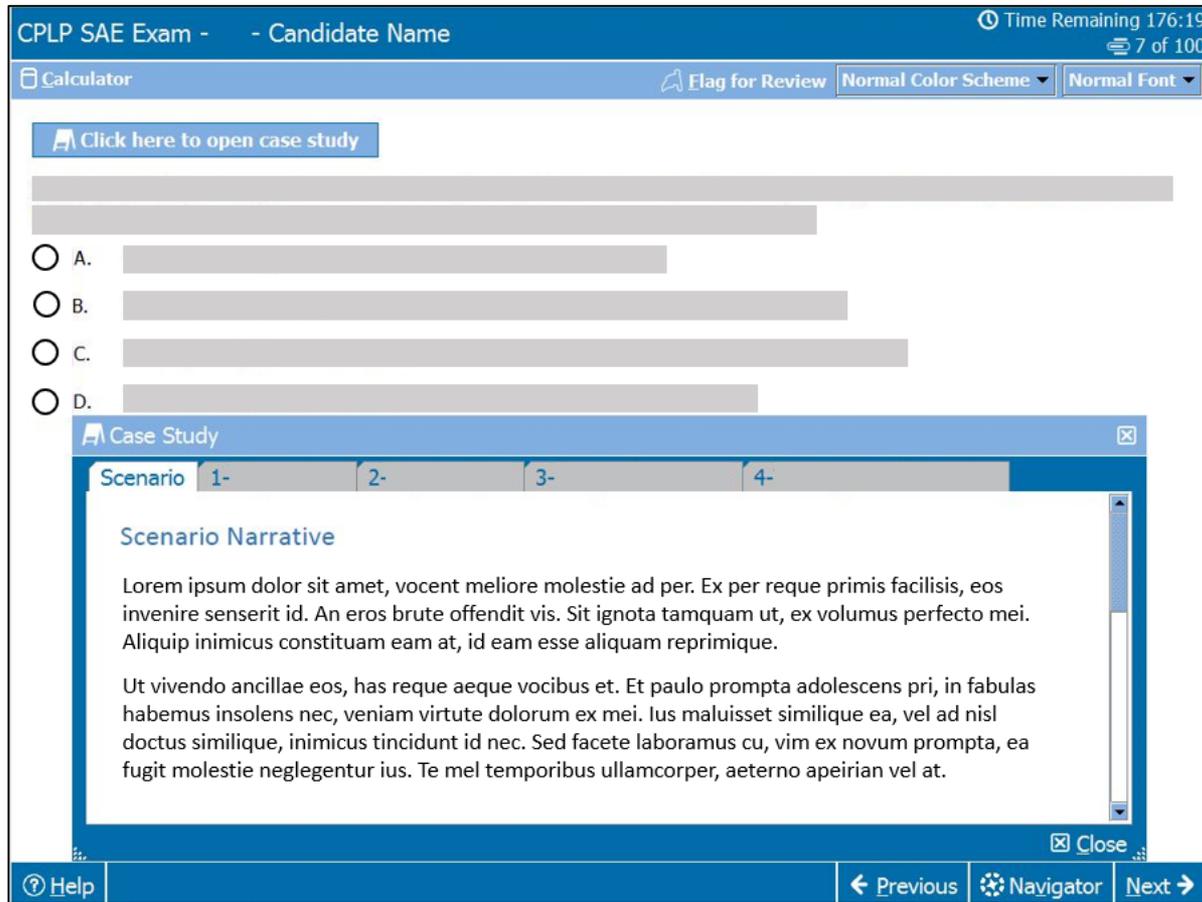
**KA5. Designs a curriculum, program, or learning solution:** Uses a variety of techniques for determining instructional content; plans and designs the curriculum, program, or learning solution; designs an experience that enables informal learning.

Starts on page 41 of the CPLP Certification Handbook

# Skills Application Exam Prep

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- Choose the AOE in which you have the most experience
- 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
- Evaluate your current or recent projects against best practices in Learning System



## SAE Sample Screen

You will have one screen with windows as shown above.

# Type of Questions on SAE

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## 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

# SAE Preparation Strategies

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- 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!



## CPLP

92 Pins · 98 followers

+ Add section

🔍 Ideas you might love

Icebreaker games

Get to know you games for kids

Team building games for kids

Brain teasers

Ice breakers for kids

Team building activities for kids

How to Transfer Your Regular Training to Mobile Learning

Step 1 Take a rational LMS decision



**SAMR made easy with Google Apps**

**What is SAMR?**  
SAMR stands for "Substitution - Augmentation - Modification - Redefinition". It is a framework for using technology to transform learning.

**Why Google Apps?**  
Millions of students and educators around the world are using Google Apps for Education, GAE. GAE can be used across different devices and operating systems. And it's free! Below is an example of SAMR in action using Google Apps.

**Original Task**  
Write a report about a city using paper/pen/pencil/typewriter, etc. using books in the library for research.

**Substitution**  
Use Google Docs and research on the Internet to create the report.

**Augmentation**

**THE FOUR DIFFERENT TYPES OF LEARNERS**  
How to help each type of learner learn better.

**Visual Learners**  
Visual learners learn best by seeing. They like to see things, read, and look at pictures. They like to draw and use diagrams. They like to see things written down.

**Auditory Learners**  
Auditory learners learn best by hearing. They like to listen to lectures, audiobooks, and podcasts. They like to talk and discuss things. They like to hear things read out loud.

**Reading/Writing Learners**  
Reading/writing learners learn best by reading and writing. They like to read books, articles, and blogs. They like to write essays, reports, and letters. They like to take notes and keep a journal.

**Kinesthetic Learners**  
Kinesthetic learners learn best by doing. They like to move, touch, and use their bodies. They like to do experiments, projects, and role plays. They like to use manipulatives and models.

**Reflective Practice**  
17 Ways to Reflect on Your Teaching

<b>Blog</b> Start a blog, make it private or public. Record what is happening.	<b>Snag</b> Snag moments throughout the class. Write something exciting is happening. Capture it.	<b>Incorporate</b> Incorporate it into your next lesson plan. Reflect on what you are doing effectively.
<b>What are the reasons for not reflecting?</b>	<b>Chat</b> Chat with others during breaks. Explain what you are doing and why you are doing it.	<b>Stop</b> Stop frequently during a lesson and ask the students to share with a partner. Circulate around the room and reflect on what they are doing.
<b>Look</b> Look at the students during the lesson and see what they are doing. Are they understanding? Do they look confused?	<b>Stick-it</b> Keep a clipboard with sticky notes ready available. As you observe, quickly take notes to reflect on later.	<b>Document</b> Document what the students do and you are doing. Evaluate whether learning is occurring.
<b>Present</b> Present an academic article on what you are doing in your classroom. This will force you to record the process.	<b>Partner</b> Partner with someone to help you be accountable to try new things in your classroom.	<b>Video</b> Video your classroom. Watch and reflect.
<b>Journal</b> Journal about your day.	<b>Do you see the need to reflect?</b>	<b>Draw</b> Draw out what you want to happen before you teach. Then come back and look to see if you came close.
<b>Cartoon</b> Use any artistic medium to capture the essence of the classroom.	<b>PREDICT</b> Make if-then predictions. "If I do this, then this will happen." Did it happen? Why or why not?	<b>Blame</b> Play the "Blame Game." Ask your students to blame you for your classroom practices.
<b>Interact</b> Interact with the general public. Share what you are doing with your friends and family. Use the power, and with others.	<b>READ</b> Read the research.	<b>Are you Current?</b>
<b>ASK</b>	<b>Park-It</b>	<b>See</b> Look at yourself from the view of...

**PETER GENIE**  
**DISCIPLINES OF A LEARNING SYSTEM**

SYST  
THI

continually clarifying and deepening our personal vision

**PERSONAL MASTERY**

Process of aligning and **TEAM LEAD** developing capacities of a team results they truly desire

Tanmay Vora (@

**Tell us something**

- RED - something
- ORANGE - something
- YELLOW - something
- BLUE - something
- BROWN - something
- GREEN - something

# SAE Time Management

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

# Test Taking Strategies

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- 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



## Questions for Panelists?

- Please chat out your questions
- Indicate if it is intended for a specific person

# Links to Resources

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- Active candidates page
  - Handbook
  - ATD Practice test instructions
  - Timeline template
  - Study plan worksheet
  - [www.td.org/certification/active-candidates](http://www.td.org/certification/active-candidates)
- Practice tests
  - [www.td.org/skilltracker](http://www.td.org/skilltracker)

# Sample Timeline

Objective		Complete ATD Certification in 2019											
	Task	Feb	March	April	May	June	July	August	Sept	October	November	December	
Decide	Attend ATD webcast	1											
	1 Is certification right for me?												
	2 Choose certification												
	3 Assess readiness												
Get Started	CPLP Certification												
	4 Order Learning System and/or Prep Course												
	5 Take practice test												
	6 Take a prep course or study group & create study plan			Apr 9- May 21									
Test # 1	Knowledge Exam												
	7 Register for the exam, July 24 deadline							24					
	8 Study, study, study			1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 10 10									
	9 Take the exam - September window												
	10 Celebrate (briefly)												
Test #2	Skills Application Exam												
	11 Schedule SAE, November window (Sept. 25 deadline)									25			
	12 Take SAE Practice tests												
	13 Take SAE Exam												
	14 CELEBRATE!!!												

# Additional Resources Available

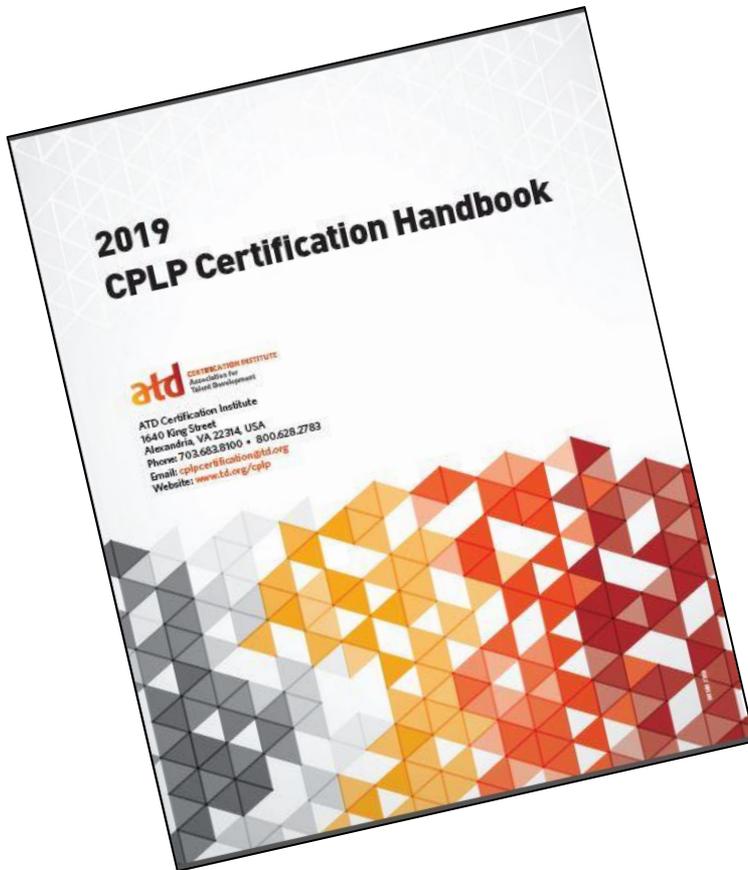
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## CPLP Prep Page

- SAE Practice Cases
- SAE Preparation Guide
- CPLP Interactive Guide Section on SAE
- 10-Minute case studies (members-only)  
<https://casebycase.td.org/>
- Local Chapters [www.td.org/chapters](http://www.td.org/chapters)

# Next Steps?

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## CPLP Handbook

- Policies governing the program
- Schedules and Fees
- What to Expect at the Test Center
- Content Outline of the Exam(s)

## Download a copy of the Handbook

<https://www.td.org/certification/active-candidates>



<https://www.linkedin.com/groups/8664160/>





Explore our Website: [td.org/cplp](http://td.org/cplp)

Email: [skaiden@td.org](mailto:skaiden@td.org)

Give us a call!



Sue Kaiden  
703-683-7266

# Prep Course Schedule

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## CPLP Prep Courses

### Face to Face

- May 17-18, Washington, DC
- Sep 5-6, Alexandria, VA
- Dec 2-3, New York, NY

### Live Online

- Apr 9-May 28
- Jul 18-Aug 29
- Oct 17-Dec 5

### On-Demand

- Anytime, anywhere