ATD | CERTIFICATION INSTITUTE

Begin a Practice Test Step-by Step Guide

Follow these steps to access and take the APTD or CPTD Practice Test once you've purchased it or if it's included in your Certification Preparation course. These steps ensure you can experience the same platform and testing format as the actual exam.
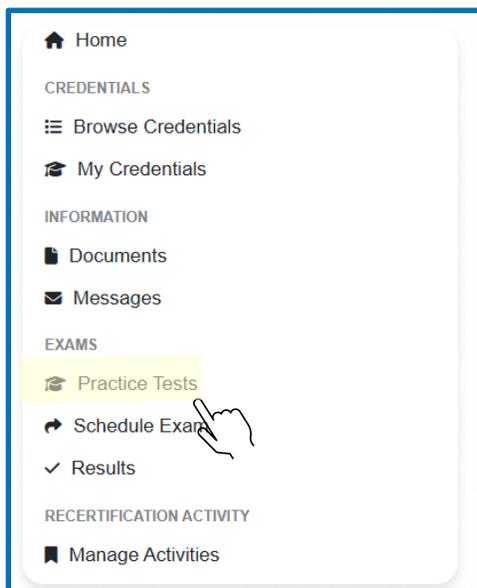
CERTIFICATION PORTAL LOGIN

Option 1: Login with ATD credentials to the Certification Portal

Option 2: Login with ATD credentials at www.td.org

> Top Menu bar > Courses and Certification > Get Certified > **Certification Portal**

"AUTHORIZE" (INITIATE) PRACTICE TEST

In the Certification Portal, select **Practice Tests.**

Click **APTD or CPTD Practice Test.**

Complete and sign the **Attestation.**

Complete or update **Personal Information.**

Click **Submit.**

A screen will appear with "Order Received". An "Authorization to Test" email is sent from Pearson confirming access immediately, or up to 15 minutes. Example email below

SCHEDULE

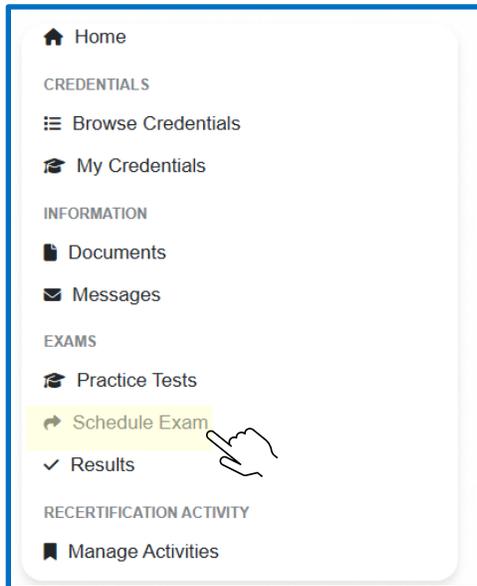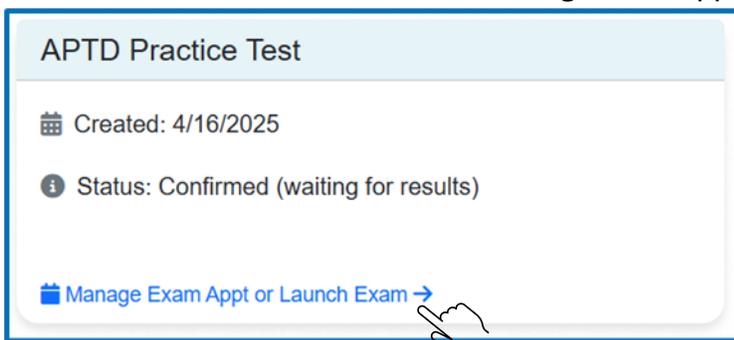Next, it is required to "Schedule" a Practice Test to load it into the platform for you to begin.

Follow the link in the Authorization to Test email <u>OR</u> return to the Certification Portal.
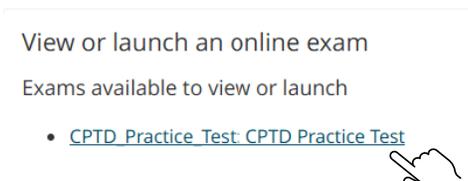
From the Navigation Menu, click **Schedule Exam**.

Find the Practice Test tile and select **Manage Exam Appt or Launch Exam.**

This will redirect to Pearson's website to schedule your "exam" (practice test).

Select your preferred language. (APTD ONLY)

> ## Select exam language
>
> **APTD_Practice_Test: APTD Practice Test**
>
> What is your preferred language for the exam?
>
> ○ Arabic
> ○ Chinese Simplified
> ○ Chinese Traditional
> ○ English

On the following screens:

- **Agree to ATD Policies.**
- **Confirm Information-** The availability dates reflect the 4-month period when you must make the first attempt.
- **Submit Order** (This will allow you to enter practice test)

TAKE THE PRACTICE TEST

Description	Details	Order Information
Exam APTD_Practice_Test: APTD Practice Test Language: English Length: 120 minutes ⓘ	**Exam Availability** From: April 23, 2025 09:32 AM America/New_York - EDT To: August 13, 2025 08:00 PM America/New_York - EDT	**Order Number/Invoice** 0075-4505-5907 **Registration ID** 504691959 **Status** Purchased
		Begin Exam

Ready to take the Practice Test now? Click **Begin Exam.**

Tip: Make time to complete the test AND review the answers with detailed explanations.

To take it later, return to the Certification Portal or follow the link in the email from Pearson confirming your Practice Test has been "scheduled". Example below

Tips:

- Each exam attempt is valid for four months.
- You must complete an attempt before beginning another.
- Review the correct answers and explanations **BEFORE** you "End Exam". Feedback is not available once you have ended the session.

REVIEW RESULTS

Question and answer explanations are available at the END of the Practice Test. View the Practice Test Review P DF or video tutorial to maximize your preparation.

Users should plan to set aside 2+ hours (APTD) and 3+ hours (CPTD) to complete all the questions in the practice test and spend time reviewing the correct answers and the answer rationales.

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Example: Authorized to Test Email

Authorization to Test

You are currently registered for an ATD certification exam. Information including exam rules and scheduling instructions are shown below. If the details of your authorization do not seem correct, please contact ATD CI at certification@td.org immediately.

Please follow the scheduling directions below to schedule your exam at Pearson VUE. Our contact information and regional phone numbers can be found on the ATD Landing Page.

Authorized Candidate: Jenny Test
ATD Member Number: 2888888
Client Authorization ID: xxxxxxxx
Exam: APTD_Practice_Test - APTD Practice Test
Number of Attempts Authorized: 1
Authorized Dates: 22 April 2025 - 19 August 2025

INSTRUCTIONS FOR SCHEDULING YOUR EXAM

To schedule your appointment, please click here to return to the Candidate Portal to schedule your exam. At this time, be sure that the name on this authorization matches the name on your government-issued identification. If it does not, please call ATD Customer Care at 1-800-628-2783 or 1-703-683-8100 to update your name in our records.

Once logged into your account, click on the "Schedule Exam" link on the left navigator bar.

Example: Scheduled Practice Test Email

Confirmation of Your Scheduled Exam

This e-mail contains important information about the exam(s) you scheduled, the location and the rules. Please ensure these details are correct. If any information is not correct, please contact Pearson VUE immediately.

Appointment Details

Order Number: 0xxx-43x5-00xx

Exam:	APTD_Practice_Test - APTD Practice Test -English (ENU)
Candidate:	Jenny Test
ATD Member Number:	2888888
Registration ID:	XXXXXXX
Exam Available:	From: Tuesday, April 22, 2025 10:21 AM To: Tuesday, August 19, 2025 8:00 PM This is the candidate's preferred time zone. GMT is the default time zone if the candidate does not have a preferred time zone.
Exam Length:	120 Minutes