![atd Association for Talent Development]

ATD CI Certification

Show What You're Capable Of

About ATD

The Association for Talent Development (ATD) is the world's largest professional membership organization supporting those who develop the knowledge and skills of employees, improve performance, and achieve results for the organizations they serve. Originally established in 1943, the association was previously known as the American Society for Training & Development (ASTD) and is currently headquartered in Alexandria, Virginia, in the United States.

ATD's 30,000 members come from more than 120 countries and work in public and private organizations in every industry sector. ATD supports talent development professionals by offering education courses, certification, thought leadership content, membership, and events. Our members and customers include talent development managers, trainers, instructional designers, performance consultants, frontline managers, and more.

The Talent Development Capability Model™

The Talent Development Capability Model defines the skills and knowledge required for talent development professionals to be successful now and in the future. It responds to those trends affecting talent development, such as digital transformation, data analytics, information availability, and partnerships between talent development and business. ATD CI certification programs are grounded in the Talent Development Capability Model.

▶ **The model helps define what talent development professionals need to know and do to be successful. Visit td.org/CapabilityModel to learn more.**

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The Talent Development Capability Model:

Defines the capabilities needed for success across the entire TD industry

Provides the opportunity to align individual and organizational goals against an industry standard backed by research

The Career Pathways Tool:

Outlines clear roles and paths for growth in talent development

Visit **td.org/career-pathways**.

Why Get Certified?

93% gained
new insight

91% gained confidence
in their work

88% have improved
work quality

78% have greater
job satisfaction

74% have improved
innovation

74% have seen improved
internal stakeholder
satisfaction

Is Certification Right for Me?

How can I demonstrate
the full range of my
knowledge and skills to
my colleagues and boss?

What will validate my
skill set so I can better
help my organization
achieve its goals?

What can I do to show
I am ready for the next
step in my career?

Source: 2022 study conducted by the ROI Institute for the ATD Certification Institute for **The Value of Certification**.

Choosing the Right ATD Credential

The **Associate Professional in Talent Development** (APTD®) is a certification for TD professionals who are in the early parts of their careers or whose professional roles and aspirations are focused on foundational areas of the field.

Who Is It For?

The APTD is best suited for talent development (TD) professionals:

- Who want to formalize and recognize their role with a certification
- With at least three years of experience

Many of our APTD candidates are "accidental trainers" without formal education in training and development, or those who want to stay within one area of talent development (e.g. instructional design).

The **Certified Professional in Talent Development** (CPTD®) is a certification for more experienced TD professionals. It is broad and measures a professional's knowledge and skill application across the breadth of talent development capabilities.

Who Is It For?

The CPTD is best suited for seasoned TD professionals:

- Who have deep knowledge and experience enhancing employee talent development
- With at least five years in workplace learning and talent development

CPTD candidates often have management responsibilities and seek involvement in the strategic direction of the talent development function.

To determine which credential might best fit your current experience, compare the content outlines for each exam at **td.org/certification/which-certification**.

Eligibility

To be eligible for the APTD program, candidates must have:

- At least three years of professional work experience*; **and**
- Completed 28 hours of professional development in talent development within the last three years.**

To verify eligibility, please visit **td.org/certification/aptd/eligibility**.

To be eligible for the CPTD program, candidates must have:

- At least five years of professional work experience*; **and**
- Completed 60 hours of professional development in talent development within the last five years.**

OR CPTD candidates must have:

- At least four years of professional work experience*; **and**
- Have earned the Associate Professional in Talent Development (APTD) certification and be in good standing.

To verify eligibility, please visit **td.org/certification/cptd/eligibility**.

*Work experience is defined as on-the-job experience, working with adults, performing talent development activities as described in the Developing Professional Capability or Impacting Organizational Capability domains of the Talent Development Capability Model.

If you are unsure whether your professional development will count toward certification eligibility, visit Am I Eligible? APTD **td.org/certification/aptd/eligibility | CPTD **td.org/certification/cptd/eligibility**.

Preparing for Your Certification Exam

Let us help make your certification journey a smooth one. Our APTD and CPTD Certification Preparation Bootcamp Courses are comprehensive exam prep programs with content review, exam prep strategies, virtual and in-person guided study sessions, a full practice test, and access to the online *TDBoK™ Guide: Talent Development Body of Knowledge*, second edition.

"The Associate Professional in Talent Development (APTD) is a world-class professional certification.

The APTD Certification Preparation Bootcamp aims to help L&D professionals establish comprehensive TD knowledge, improve professional and systematic working styles, and improve the training result and value.

This course is self-study and facilitator-led, accommodating two styles of learning. The self-study portion allowed me to arrange time by myself to read and learn. The facilitator provided us with instruction and a summary of each module, which helped participants absorb the essence of each lesson efficiently and guided us in best practices for training and development.

I am so lucky to have been able to attend the first APTD Certification Preparation Bootcamp in Taiwan. This course is a gem and provided me with the best guidance for my L&D career development."

—Sophie Tang, APTD

APTD® Certification Preparation Bootcamp

The most comprehensive APTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

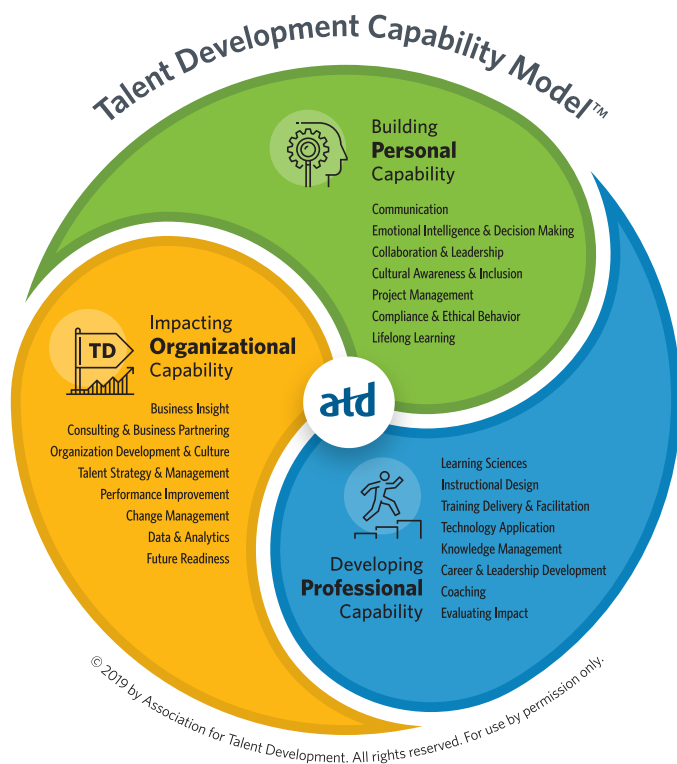|						
Certificate of Completion	On Demand, Live Online, and In-Person	34 Hours to Complete (3.4 CEUs)	Offered in four languages – English, Arabic, Simplified Chinese, and Traditional Chinese	25 Hours Toward Initial ATPD Eligibility	Aligned to Talent Development Capability Model™	Enterprise Team Training Available

Accelerate your readiness for the Associate Professional in Talent Development (APTD®) certification exam and earn the credential that proves your talent development capability.

This program is designed to give APTD candidates a comprehensive, facilitator-led training experience spanning seven weeks and 34 hours of learning.

During this robust, in-depth, detailed review of the areas covered in the APTD certification exam, learners will be set up for success to pass. Participants will interact, engage, and learn through a mix of lectures, scenarios, case studies, and targeted use of the APTD practice test. They will gain access to everything needed to fully prepare for the APTD exam and be guided through virtual and in-person classroom experiences by a dedicated ATD expert facilitator who has been credentialed by ATD CI.

Talent Development Capability Model™

Building **Personal** Capability

Communication
Emotional Intelligence & Decision Making
Collaboration & Leadership
Cultural Awareness & Inclusion
Project Management
Compliance & Ethical Behavior
Lifelong Learning

Impacting **Organizational** Capability

Business Insight
Consulting & Business Partnering
Organization Development & Culture
Talent Strategy & Management
Performance Improvement
Change Management
Data & Analytics
Future Readiness

Developing **Professional** Capability

Learning Sciences
Instructional Design
Training Delivery & Facilitation
Technology Application
Knowledge Management
Career & Leadership Development
Coaching
Evaluating Impact

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Administered by the ATD Certification Institute (ATD CI), the APTD is a professional certification for workplace talent, learning, and development professionals with at least three years of experience. An APTD understands that well-designed talent development strategies and solutions contribute to organizational success and has a strong grounding in the foundational knowledge of the field.

Why you should earn the APTD certification:

- Validate your talent development knowledge.
- Build confidence in your skills and abilities as a talent development professional.
- Differentiate yourself in a competitive job market.
- Broaden your career opportunities.
- Join an elite professional community.

APTD® Certification Preparation Bootcamp

The most comprehensive APTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

Innovative strategies prepare you to establish yourself in the talent development field with the APTD certification.

Prepare with a comprehensive seven-week learning experience that will help you focus on the areas you need to prove your ability in and earn the APTD certification.

This robust program uses a blended learning approach with on-demand resources; self-study modules; a five-day facilitator-led training; and live online, facilitator-led check-ins to increase your confidence in preparing for and passing the APTD exam.

The course goes beyond presenting content from the Talent Development Capability Model to preparing you to prove your mastery of the knowledge and skills on the exam. During the course, you'll create an individualized study plan that identifies what you need to focus on to achieve your goal of becoming certified. With a mix of lectures and engaging activities led by an expert facilitator, as well as access to a full-length practice test, this program gives you an end-to-end preparation experience so that you'll leave the course feeling confident to take the exam.

Course features include:

- A pre-course overview session on ATD Certification Institute credentialing
- A virtual pre-course kickoff session to introduce the facilitator and start your learning journey
- In-person training into the key elements of the Talent Development Capability Model
- Expert-led review and confidence check sessions with your ATD facilitator and peers
- On-demand content review modules on the 22 TD capabilities assessed on the exam
- Learning resources, including 12 months of access to the online *TDBoK Guide™: Talent Development Body of Knowledge,* second edition
- Exam preparation strategies and study plan templates
- Opportunity to take a full-length practice test three times and debrief with your facilitator

Related Learning Opportunities:

ATD Master Trainer® Program

Unique assessment-based program has expert facilitators working closely with you to help you master all aspects of training delivery.

ATD Master Instructional Designer® Program

Prove your ability. Elevate your design. Develop impactful learning solutions.

Instructional Design Certificate

Leverage exclusive ATD tools and templates to develop the most powerful, bottom-line focused learning.

Measuring Return on Investment Certificate

Connect your learning investment to the business bottom line.

APTD® Certification Preparation Bootcamp

The most comprehensive APTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

In this program, you will:

- Master core content from the Talent Development Capability Model that aligns to exam specifications.
- Build personal, professional, and organizational capacity through in-depth content review and application exercises.
- Identify individual knowledge gaps within the Talent Development Capability Model to focus and prioritize the study process.
- Learn how to apply strategies to reduce test-taking anxiety.
- Receive continued access to the online *TDBoK Guide* to support your review of the concepts tested.
- Gain access to fully prepared study process templates to minimize the guesswork in preparing for the exam.

COURSE OVERVIEW

Week 1: Pre-Course Overview and Program Kickoff
(Live Online, 165 Minutes Total)

- Meet Your Facilitator
- Meet Your Peers
- Candidate Handbook
- Introducing the Online *TDBoK Guide*
- Your Study Plan for Success

Activities include:

- **About ATD Credentials**
- **Value of Certification**
- **What Domain Challenges You the Most?**
- **Complete Self-Assessment**
- **Confidence Meter**
- **Introduce Yourself**
- **Validate Access to Practice Test**
- **Exam Preparation and Study Strategies**

Week 2: Live Online or Face-to-Face
(5.5 Hours Over 5 Days Led By ATD Facilitator)

- **Day 1:** Impacting Organizational Capability Domain
- **Day 2:** Developing Professional Capability Domain, Part 1
- **Day 3:** Developing Professional Capability Domain, Part 2
- **Day 4:** Developing Professional Capability Domain, Part 3
- **Day 5:** Building Personal Capability Domain and Next Steps in Preparation

Activities include:

- **Content Overview**
- **Scenario-Based Activities**
- **Activity and Practice Question Review**
- **Online *TDBoK Guide* Excerpts**
- **Facilitated Discussion**

Week 3: Practice Test and Independent Study

- Complete APTD Practice Test
- Independent Study Using the APTD On-Demand Resources and Online *TDBoK Guide*

Activities include:

- **Content Overview**
- **Preassessments**
- **Videos**
- **Scenario-Based Activities**
- **APTD Practice Test**
- **Online *TDBoK Guide* Excerpts**
- **Facilitated Discussion**

Week 4: Practice Test Debrief
(2 Hour Live Online Session Led by ATD Facilitator)

- Review Practice Test-Taking Experience
- Strategies for Test Taking and Reducing Anxiety
- Continued Independent Study Using the APTD On-Demand Resources and Online *TDBoK Guide*

Activities include:

- **Exam Prep FAQs**
- **Ask an Exam-Related Question**
- **Study Strategies to Prepare for the Exam**
- **Recommendations to Create the Optimum Exam Day Experience**
- **Test-Taking Strategies and Question Decoding**
- **What to Expect on Exam Day**
- **Sample Exam Screens**

Week 5: Building Personal Capability Check-In
(2 Hour Live Online Session Led by ATD Facilitator)

- Building Personal Capability Review and Confidence Check
- Continued Independent Study Using the APTD On-Demand Resources and Online *TDBoK Guide*

Activities include:
- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

Week 6: Developing Professional Capability Check-In and Meeting With ATD Certification Institute
(2 Hour 45 Minute Live Online Session Led by ATD Facilitator)

- Developing Professional Capability Review and Confidence Check
- Continued Independent Study Using the APTD On-Demand Program and Online *TDBoK Guide*

Activities include:
- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

Week 7: Impacting Organization Capability Check-In
(2 Hour Live Online Session Led by ATD Facilitator)

- Impacting Organization Capability Review and Confidence Check
- Continued Independent Study Using the APTD On-Demand Program and Online *TDBoK Guide*

Activities include:
- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

What Participants Are Saying

"The APTD [preparation course] was the key driver in helping to prepare me for the APTD exam. Not only could I access it conveniently whenever and wherever I was, the workshop analyzed which areas I needed to focus on more. Without the workshop, I wouldn't have been as prepared for the exam and the way the questions were worded."

—Jennifer Mohr, APTD

RESOURCE SAMPLE

Study Strategies—Getting Started

This is the first in a series of three study aids to help you study for the exam. Review the tips provided and determine which options will help you.

Study Environment

Pick a setting that is free of distractions. Also, consider whether technology is a helper or distractor. For example, while you may have tools on your mobile device that support study, there are likely other apps that may divert your attention.

Remember to take breaks. After studying for 30 minutes or so, take a short break. Take a walk, have a snack, and then get back to it!

Trust your instincts. There are many, sometimes contradictory, tips for how to improve your study environment. If you try a particular study environment, and it is not working well, try another environment.

Study Plan

Plan your time. Evaluate how much content you need to cover and how much time you have to prepare. Decide how much time you must spend per day or week to be successful.

Choose your study strategies. Consider which study strategies you will use and build in time for them. Be sure to incorporate your strategies into your personal study plan.

Include study time in your daily schedule. It is easy to put off studying. Schedule a time each day or week that is set aside for studying. Add the time to your physical or electronic calendar.

Be flexible. While it is great to have dedicated time, also take advantage of downtime. Can you squeeze in some study time during a midday or lunch break? If you carpool or use public transportation, is there an opportunity for study during your commute?

Be sure to include free time in your schedule. Ensuring that you have planned time for family or personal activities up front will help prevent conflicting priorities.

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

Certificate of Completion · **On Demand, Live Online, and In-Person** · **11 Weeks to Study (5.0 CEUs)** · **30.5 Hours Toward Initial CTPD Eligibility** · **Aligned to Talent Development Capability Model™** · **Enterprise Team Training Available**

Accelerate your readiness for the Certified Professional in Talent Development (CPTD®) certification exam and earn the credential that proves your talent development capability.

This program is designed to give CPTD candidates a comprehensive, facilitator-led training experience spanning 11 weeks of study and 30.5 hours toward initial CTPD eligibility.

During this robust, in-depth, detailed review of the areas covered in the CPTD certification exam, learners will be set up for success to pass the CPTD certification exam. Participants will interact, engage, and learn through lectures, scenarios, case studies, and targeted use of the CPTD practice test. They will gain access to everything needed to fully prepare for the CPTD exam and be guided through virtual and in-person classroom experiences by a dedicated ATD expert facilitator who has been credentialed by ATD CI.

Talent Development Capability Model™

Building Personal Capability
Communication
Emotional Intelligence & Decision Making
Collaboration & Leadership
Cultural Awareness & Inclusion
Project Management
Compliance & Ethical Behavior
Lifelong Learning

Impacting Organizational Capability
Business Insight
Consulting & Business Partnering
Organization Development & Culture
Talent Strategy & Management
Performance Improvement
Change Management
Data & Analytics
Future Readiness

Developing Professional Capability
Learning Sciences
Instructional Design
Training Delivery & Facilitation
Technology Application
Knowledge Management
Career & Leadership Development
Coaching
Evaluating Impact

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Why You Should Earn the CPTD Certification:

- Validate your talent development knowledge.
- Build confidence in your skills and abilities as a talent development professional.
- Differentiate yourself in a competitive job market.
- Broaden your career opportunities.
- Join an elite professional community.

Innovative strategies prepare you to establish yourself in the talent development field with the CPTD certification.

Prepare with a comprehensive 11-week learning experience that will help you focus on the areas you need to prove your ability in and earn the CPTD certification.

This robust program uses a blended learning approach with on-demand resources; self-study modules; five-day facilitator-led training; and live online, facilitator-led check-ins to increase your confidence in preparing for and passing the CPTD exam.

The course goes beyond presenting content from the Talent Development Capability Model to prepare you for proving your mastery of the knowledge and skills on the exam. During the course, you'll create an individualized study plan that identifies what you need to focus on to achieve your goal of becoming certified. With a mix of lectures and engaging activities led by an expert facilitator, as well as access to a full-length practice test, this program gives you an end-to-end preparation experience so that you'll leave the course feeling confident to take the exam.

Course features include:

- A pre-course overview session on ATD Certification Institute credentialing
- A virtual kickoff session to introduce your facilitator and start your learning journey
- In-person training on the key elements of the Talent Development Capability Model
- Expert-led review and confidence check sessions with your facilitator and peers
- On-demand content review modules on the 22 TD capabilities assessed on the exam
- Exam preparation strategies and study plan templates
- Opportunity to take a full-length practice test three times and debrief with your facilitator
- Additional learning resources, including 12-month access to the online *TDBoK Guide™: Talent Development Body of Knowledge*, second edition

Related Learning Opportunities:

ATD Master Trainer® Program

This unique assessment-based program has expert facilitators working closely with you to help you master all aspects of training delivery.

ATD Master Instructional Designer® Program

Prove your ability. Elevate your design. Develop impactful learning solutions.

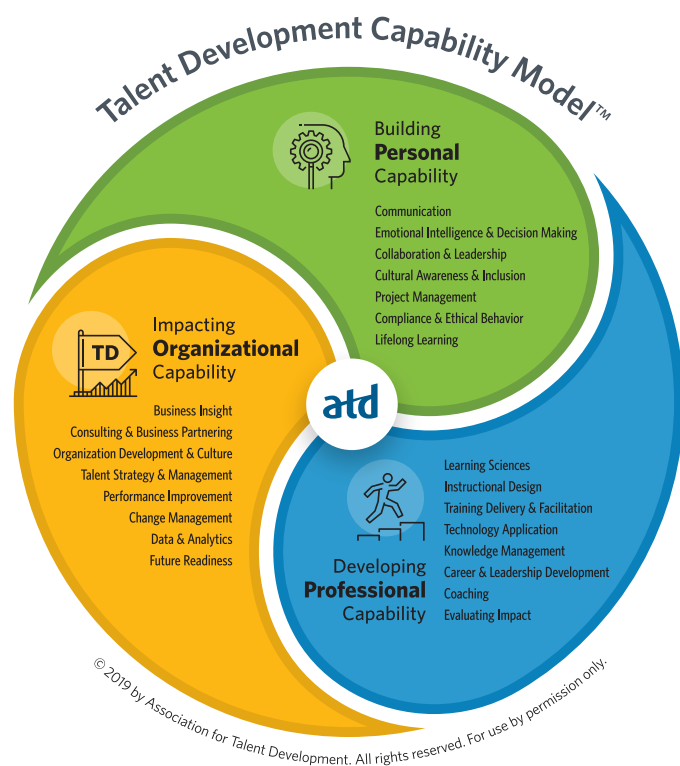### ATD Master Performance Consultant™ Program

Gain performance consulting skills that drive strategic solutions and boost business impact.

Improving Human Performance Certificate

Enhance performance with a systematic and results-based approach, driven by business needs.

Measuring Return on Investment Certificate

Connect your learning investment to the business bottom line.

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

In this program, you will:

- Master the Talent Development Capability Model concepts covered in the certification exam.
- Build personal, professional, and organizational capacity through in-depth content review and application exercises.
- Identify individual knowledge gaps within the Talent Development Capability Model to focus and prioritize your study process.
- Receive a fully-prepared study framework to minimize the guesswork in preparing for the exam.
- Apply strategies to reduce test-taking anxiety.
- Practice answering both types of CPTD exam questions.

COURSE OVERVIEW

Week 1: Pre-Course Overview and Program Kickoff
(Live Online, 165 Minutes Total)

- Meet Your Facilitator
- Meet Your Peers
- Candidate Handbook
- Introducing the Online *TDBoK Guide*
- Your Study Plan for Success

Activities Include:

- **About ATD Credentials**
- **Value of Certification**
- **What Domain Challenges You the Most?**
- **Complete Self-Assessment**
- **Confidence Meter**
- **Exam Preparation and Study Strategies**
- **Learning Portal Navigation**

Week 2: Virtual Session One
(2 Hour Live Online Session Led by ATD Facilitator)

- Ways to Use the On-Demand Course
- Introducing the Online *TDBoK Guide*

Activities Include:

- **Content Overview**
- **Learning Platform Navigation**
- **Online *TDBoK Guide* Excerpts**
- **Facilitated Discussion**

Week 3: Personal Capability Domain
(2 Hour Live Online Session Led by ATD Facilitator)

- Hot Topic: Collaboration and Leadership
- Building Personal Capability Review and Confidence Check
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*

Activities Include:

- **Scenario Review**
- **Facilitated Discussion**
- **Opportunity for Open Questions**

Week 4: Professional Capability Domain
(2 Hour Live Online Session Led by ATD Facilitator)

- Hot Topic: Learning Sciences
- Professional Capability Review and Confidence Check
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*

Activities Include:

- **Scenario Review**
- **Facilitated Discussion**
- **Opportunity for Open Questions**

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

Week 5: Organizational Capability Domain

(2 Hour Live Online Session Led by ATD Facilitator)

- Hot Topic: Data Analytics
- Organizational Capability Review and Confidence Check
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*
- Prepare for Practice Test

Activities Include:

- **Scenario Review**
- **Facilitated Discussion**
- **Opportunity for Open Questions**
- **Practice Test Overview**

Week 6: Live Online or Face-to-Face

(6.5 Hour Session Over 5 Days Led by ATD Facilitator)

- **Day 1:** Review Gap Assessment Tool, Practice Test, and Building Personal Capability Domain
- **Day 2:** Developing Professional Capability Domain, Part 1
- **Day 3:** Developing Professional Capability Domain, Part 2
- **Day 4:** Impacting Organizational Capability Domain, Part 3
- **Day 5:** Building Personal Capability Domain and Next Steps in Preparation

Activities Include:

- **Focus Is on Analyze and Application of the Talent Development Capability Model**
- **Review of Case Management Questions**
- **Content Overview**
- **Scenario-Based Activities**
- **Activity and Practice Question Review**
- **Online *TDBoK Guide* Excerpts**
- **Facilitated Discussion**

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

Week 7: Practice Test Debrief and Meeting With ATD Certification Institute

(2.5 Hour Live Online Session Led by ATD Facilitator)

- Complete CPTD Practice Test
- Review Practice Test–Taking Experience
- Strategies for Test Taking and Reducing Anxiety
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*

Activities Include:

- **Exam Prep FAQs**
- **Ask an Exam-Related Question**
- **Study Strategies to Prepare for the Exam**
- **Recommendations to Create the Optimum Exam Day Experience**
- **Test-Taking Strategies and Question Decoding**
- **What to Expect on Exam Day**
- **Sample Exam Screens**

Week 8: Practice Case Management Questions

(2 Hour Live Online Session Led by ATD Facilitator)

- Practice Taking Case Management Questions (scenario questions)
- Debrief CPTD Practice Test Results

Activities Include:

- **Scenario-Based Activities**
- **Facilitated Discussion**

Weeks 9 and 10: Professional Capability Domain

(2 Hour Live Online Session Led by ATD Facilitator)

- Hot Topics: Technology Application and Evaluating Impact and Instructional Design
- Complete Professional Capability Review and Confidence Check
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*
- Practice Questions

Activities Include:

- **Scenario Review**
- **Facilitated Discussion**
- **Opportunity for Open Questions**

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

Week 11: Organizational Capability Domain
(2 Hour Live Online Session Led by ATD Facilitator)

- Hot Topic: Business Insight and Talent Strategy Management
- Complete Organizational Capability Review and Confidence Check
- Continued Independent Study Using the CPTD On-Demand Resources and Online *TDBoK Guide*
- Practice Questions

Activities Include:

- **Scenario Review**
- **Facilitated Discussion**
- **Opportunity for Open Questions**
- **Practice Test Overview**

What Participants Are Saying

"Since I got my certification, I've noticed that my understanding of the industry as a whole has really broadened. I am able to bring more [strategic] understanding to the table in conversations with my talent and development colleagues. "

—**Christina Elms, CPTD**

CPTD® Certification Preparation Bootcamp

The most comprehensive CPTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

RESOURCE SAMPLE

Study Strategies—Getting Started

This is the first in a series of three study aids to help you study for the exam. Review the tips provided and determine which options will help you.

Study Environment

Pick a setting that is free of distractions. Also, consider whether technology is a helper or distractor. For example, while you may have tools on your mobile device that support study, there are likely other apps that may divert your attention.

Remember to take breaks. After studying for 30 minutes or so, take a short break. Take a walk, have a snack, and then get back to it!

Trust your instincts. There are many, sometimes contradictory, tips for how to improve your study environment. If you try a particular study environment, and it is not working well, try another environment.

Study Plan

Plan your time. Evaluate how much content you need to cover and how much time you have to prepare. Decide how much time you must spend per day or week to be successful.

Choose your study strategies. Consider which study strategies you will use and build in time for them. Be sure to incorporate your strategies into your personal study plan.

Include study time in your daily schedule. It is easy to put off studying. Schedule a time each day or week that is set aside for studying. Add the time to your physical or electronic calendar.

Be flexible. While it is great to have dedicated time, also take advantage of downtime. Can you squeeze in some study time during a midday or lunch break? If you carpool or use public transportation, is there an opportunity for study during your commute?

Be sure to include free time in your schedule. Ensuring that you have planned time for family or personal activities up front will help prevent conflicting priorities.

Exam Windows

APTD exams are available every other month starting in January. **CPTD exams** are available every other month starting in February. Registration deadlines are 30 days prior to the start of an exam window.

Exam Location:
You can choose to test remotely or in person at a test center. Test centers are available worldwide.

Month	Exam
January	APTD
February	CPTD
March	APTD
April	CPTD
May	APTD
June	CPTD
July	APTD
August	CPTD
September	APTD
October	CPTD
November	APTD
December	CPTD

Recertifying

The APTD certification is valid for three years. Recertification is earned through professional development.

- Credential holders must accumulate 40 recertification points within the three-year recertification period.
- Of the 40 recertification points, 15 must come from continuing education hours.
- APTDs can track their progress toward recertification through the certification portal.

The CPTD certification is valid for three years. Recertification is earned through professional development.

- Credential holders must accumulate 60 recertification points within the three-year recertification period.
- Of the 60 recertification points, 20 must come from continuing education hours.
- CPTDs can track their progress toward recertification through the certification portal.

Find more information on staying certified at **td.org/certification/recertification**.

atdglobal@td.org

atdglobal@td.org

Pricing

_____ _____

_____ _____

_____ _____

Ready to get started? Contact me:

_____

Email _____

Phone _____

Web _____

_____