

Certification Practice Test Registration and Scheduling Process

Follow these steps to access the APTD® or CPTD® Certification Practice Test as a course participant.

Initial Test Registration

1. Access the Certification Portal [here](#).
2. Select **Practice Tests** from the left sidebar menu, under the EXAMS heading.
3. On the next screen, choose **APTD Practice Test** or **CPTD Practice Test**, whichever is applicable.
4. Read and sign the attestation, then select **Agree** to continue.
5. When prompted, enter your name and phone number, then select **Submit**.
6. To finalize the application, select **Submit**. You will get on-screen confirmation that your order was successful. You will also receive an Authorization to Test email; this is your test attempt authorization and is valid for four months. Didn't receive an email? Check your spam folder. It is a good idea to add PearsonVUEConfirmation@pearson.com to your trusted email senders list.

Initiate a Test Attempt

Return to the Certification Portal to initiate a test attempt. You can either:

- Select the **Please Click Here** link in the order confirmation message.
- Go to the **Take the Practice Test** tile in the course and select **Open Link**.
- Navigate directly to the [Certification Portal](#).
- Follow the instructions contained in the authorization email.

Schedule and Launch Your Test

Each test attempt is valid for four months. If not used within four months the attempt expires.

1. After returning to the Certification Portal, select **Schedule Exam** under the EXAMS heading or select **Schedule your exam with Pearson VUE** above the Notifications panel.
2. On the Applications in Progress page, select **Manage Exam Appt** or **Launch Exam** associated with the Practice Test version that you previously selected at registration.
3. You will be redirected to a Dashboard showing which Certification Exams or Practice Tests you are authorized to take. Under “Pre-approved Exams”, select the link for the practice test.
4. Read the Association for Talent Development policies page. Select **Agree** to proceed. The contact information listed is not used in any official capacity, select **Next** to continue.
5. On the final screen, select **Submit**. When completed, you will receive on-screen confirmation stating, “You are booked!”
6. To launch the test attempt, choose **Begin Exam**.
7. Read the instructions carefully and select **Next** to proceed. This will start your timed test.

Additional Test Attempts

You must complete a new registration and checkout for each additional test attempt.

1. Follow Steps 1–8, (Initial Test Registration).
2. Verify your personal information and select **Submit**.
3. You will be redirected into the ATD Shopping Cart to complete the checkout process. To finalize the application, select **Submit**. (Initial Test Registration, Step 10)
4. Follow **Steps to Initiate a Test Attempt**.
5. Follow **Steps to Schedule and Launch Your Test**.

Need Assistance?

If you have any issues with the registration or checkout process, please contact customercare@td.org.