



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



Face-to-Face or Live Online Training + Self-Paced Study



49.5 Synchronous Learning Hours over an 11-Week Blended Experience*



30.5 Professional Development Hours Toward Initial CPTD 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.

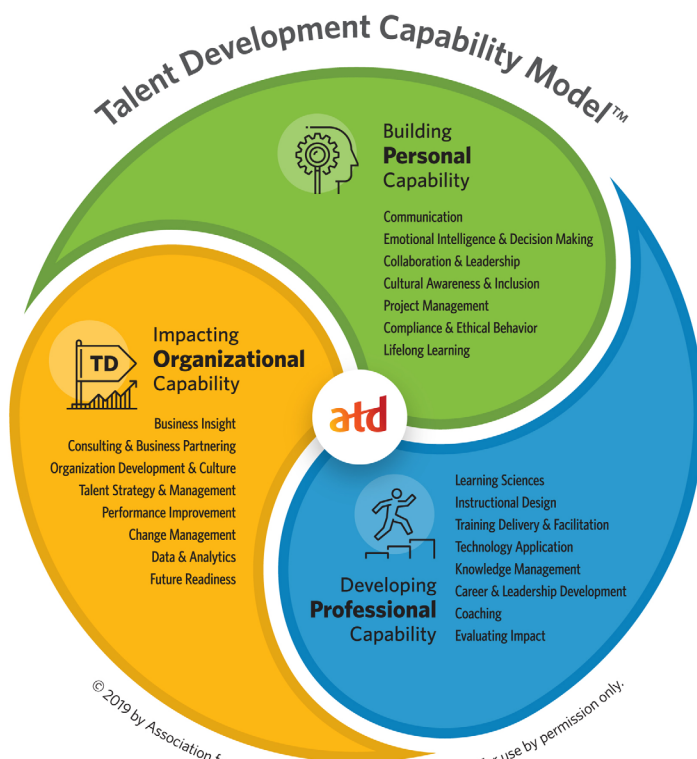
This program is designed to give ATD Certification Institute CPTD candidates a comprehensive, facilitator-led learning experience featuring a mix of guided instruction, content review, exam-taking strategies, practice testing, and a wealth of learning resources to support self-study.

During this robust, in-depth review of the areas covered in the CPTD certification exam, you will be set up for success to pass the CPTD certification exam. Interact, engage, and learn through lectures, scenarios, case studies, and targeted use of the CPTD practice test. 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.

Administered by the ATD Certification Institute (ATD CI), the CPTD is a professional certification for talent development professionals with at least five years of experience. It is broad and measures a professional's knowledge and skill application across the breadth of talent development capabilities.

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.



*Total synchronous learning hours exclude breaks and lunch. Additional self-study hours are required and vary by participant.



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Proven strategies to help you prepare to earn the premier talent development 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. Additionally, upon successful completion you will earn professional development hours toward initial CPTD eligibility.

This robust program uses a blended learning approach with a five-day facilitator-led training, live online check-ins, content modules, and additional learning resources 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 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.

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.
- Training that can be taken in-person or live online covering the key elements of the Talent Development Capability Model.
- Facilitator-led review and confidence check sessions with your 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 exam three times and debrief with your facilitator.
- Twelve-month access to the online *TDBoK Guide™: Talent Development Body of Knowledge*, second edition.

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 CPTD exam questions with an exam that mirrors the actual test.

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.

Improving Human Performance Certificate

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



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Program Components

The program is 49.5 synchronous learning hours over an 11-week blended experience. Total synchronous learning hours exclude breaks and lunch. Additional self-study hours are required and vary by participant.

Week 1	<ul style="list-style-type: none"> • Pre-Course Overview (45 minutes) • Program Kickoff (2 hours) • Self-Paced Study 	Live Online (2.75 hours) / Self-Paced (approx. 3 hours)
Week 2	<ul style="list-style-type: none"> • Using Self-Paced Study & Exam Prep Resources • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 3 hours)
Week 3	<ul style="list-style-type: none"> • Personal Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 8.5 hours)
Week 4	<ul style="list-style-type: none"> • Professional Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 5 hours)
Week 5	<ul style="list-style-type: none"> • Organizational Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (10 hours)
Week 6	<ul style="list-style-type: none"> • Facilitator-Led Training (Five, 6.5 hour sessions each day for five days) 	Face-to-Face or Live (32.5 hours total)
Week 7	<ul style="list-style-type: none"> • Practice Test Debrief (2 hours) • Briefing with ATD Certification Institute (45 minutes) • Self-Paced Study 	Live Online (2.75 hours) / Self-Paced (approx. 3 hours)
Week 8	<ul style="list-style-type: none"> • Practice Case Management Questions • Self-Paced Study 	Live Online (2 hours) Self-Paced (approx. 3 hours)
Week 9	<ul style="list-style-type: none"> • Professional Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 4 hours)
Week 10	<ul style="list-style-type: none"> • Professional Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 4 hours)
Week 11	<ul style="list-style-type: none"> • Organizational Capability Domain • Self-Paced Study 	Live Online (2 hours) / Self-Paced (approx. 10 hours)



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COURSE OVERVIEW

Week 1: Pre-Course Overview and Program Kickoff

- Meet Your Facilitator
- Meet Your Peers
- Candidate Handbook
- Introducing the *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: Using Self-Paced Study and Exam Prep Resources

- Ways to Use the Course Resources
- Introducing the *TDBoK Guide*

Activities include:

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

Week 3: Personal Capability Domain

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

Activities include:

- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

Week 4: Professional Capability Domain

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

Activities include:

- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions



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Week 5: Organizational Capability Domain

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

Activities include:

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

Week 6: Five-Day Facilitator-Led Training Sessions

- **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:

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

Week 7: Practice Test Debrief and Briefing with ATD Certification Institute

- Complete CPTD Practice Test
- Review Practice Test–Taking Experience
- Strategies for Test Taking and Reducing Anxiety
- Continued Self-Paced Study Using the CPTD On-Demand Resources and *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

Week 8: Practice Case Management Question

- Practice Taking Case Management Questions (scenario questions)
- Debrief CPTD Practice Test Results
- Continued Self-Paced Study Using the CPTD On-Demand Resources and *TDBoK Guide*

Activities include:

- Scenario-Based Activities
- Facilitated Discussion



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Weeks 9 and 10: Professional Capability Domain

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

Activities include:

- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

Week 11: Organizational Capability Domain

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

Activities include:

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

What Participants Are Saying

“I initially obtained my certification to increase my visibility to recruiters and hiring managers. However, what I got out the certification process was a deeper understanding of the depth and breadth of talent development field as well as a general confidence boost in my role within the industry.”

– Sandra Smith, CPTD



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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.



Why Choose ATD as Your Professional Development Resource?

During the last 80 years, our mission has been to empower talent development professionals with the knowledge and skills they need to be successful and remain competitive. We accomplish this by providing learning that sticks and leads to measurable results in your on-the-job performance.

What You Can Expect From an ATD Course

- ✓ Research- and capability-based learning with applied adult learning principles
- ✓ Hands-on practical activities
- ✓ An engaging environment that builds confidence and makes learning personally relevant
- ✓ Actionable take-home materials to ensure real application back at work

200+

Courses
Topics



1,000+

Organizations
Have Trained
With Us



120+

Countries
With
an ATD
Presence



160,000+

Professionals
Have Learned
With ATD
Education



Ready to Get Started?



Register a Team/ On-Site Training

Interested in bringing a course to your company as an on-site learning event?

Call: **888.816.7813**

Email: enterprise@td.org

We Are Here to Help You and Your Team Learn, Grow, and Improve!