



# CPTD Certification Preparation Course

The Complete CPTD Exam Prep Program Personalized and Adapted to Prepare You Best



On Demand



28 Hours to Complete (2.8 CEUs)



20 Hours Toward Initial APTD 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.

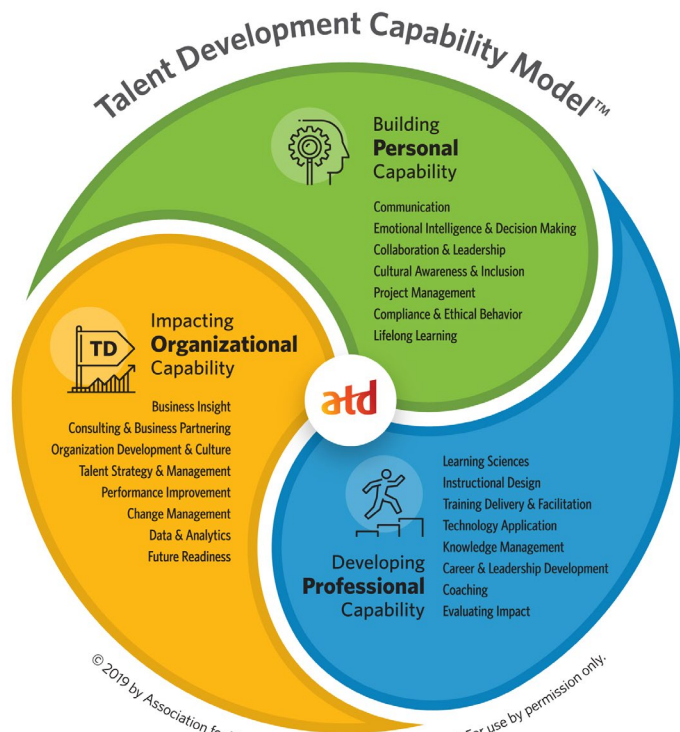
Get immediate access to customizable resources including content modules, adaptive self-assessments, facilitated live online sessions, discussion boards, and study support tools, including a timed practice test and more. The CPTD preparation course is an on-demand course that includes access to an expert facilitator and the online *TDBoK Guide™: Talent Development Body of Knowledge*. Access is available for 12 months to support your entire preparation journey.

Need extra prep to close your study gaps? During your 12-month enrollment, you will have the chance to sign up for expert-led live online sessions to review content.

Administered by the ATD Certification Institute (ATD CI), the CPTD is a professional certification for workplace talent, learning, and 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.





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## Innovative Strategies to Prepare You for Talent Development's Premier Credential

**Prepare with a comprehensive learning experience that will help you focus on the areas you need to prove your ability and earn the CPTD.**

The course goes beyond presenting the content from the Talent Development Capability Model™ to preparing you to prove your mastery of the knowledge and skills on the exam using an adaptive, assessment-based approach.

Through the development of short-term and long-term goals and action items tied to exam preparation strategies, you'll create an individualized study plan that identifies what you need to focus on to achieve your goal of becoming certified. You will also have access to a full-length practice test, allowing you to fully explore the types of questions you'll encounter on exam day.

With a robust set of microlearning resources tailored for busy professionals, an expert facilitator, and a community of candidates, you will be guided through an end-to-end study path, so you leave the course feeling confident to take the exam.

### Course features include:

- Content review on the 23 TD capabilities assessed on the exam
- Expert-led live online sessions
- Complete practice test
- Adaptive self-assessments
- Interactive, scenario-based activities
- Exam preparation strategies
- Learning resources, including 12 months of access to the online *TDBoK Guide*

### In this program, you will learn:

- Core content from the *TDBoK Guide* that aligns to the exam specifications
- Application of the content through stories from expert credential holders
- Approaches for studying and preparing for the CPTD certification exam
- How to apply test-taking strategies covered in the course on the practice test to build your confidence

### 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.*

#### Human Performance Improvement 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.*



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## COURSE OVERVIEW

### Topic 1: Course Overview

- Meet Your Facilitator
- Your Prep Experience Infographic
- Candidate Handbook
- *TDBoK Guide*
- Your Study Plan for Success

#### Activities include:

- **Welcome Video**
- **Course Tour**
- **Confidence Meter**
- **Introduce Yourself**

### Topic 2: Building Personal Capability

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

#### Activities include:

- **Content Overview**
- **Pre-Assessments**
- **Videos**
- **Scenario-Based Activities**
- **Post-Assessment**
- *TDBoK Guide Excerpts*
- **Discussion Boards**

### Topic 3: Developing Professional Capability

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

#### Activities include:

- **Content Overview**
- **Pre-Assessments**
- **Videos**
- **Scenario-Based Activities**
- **Post-Assessment**
- *TDBoK Guide Excerpts*
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## Topic 4: Impacting Organizational Capability

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

### Activities include:

- **Content Overview**
- **Pre-Assessments**
- **Videos**
- **Scenario-Based Activities**
- **Post-Assessment**
- **TDBoK Guide Excerpts**
- **Discussion Boards**

## Topic 5: Exam Preparation Resources

- Exam Prep FAQs
- **Ask an Exam-Related Question**
- Study Strategies to Prepare for the Exam
- Overview of Question Types
- Tips to Create Flashcards
- Test-Taking Strategies
- What to Expect on Exam Day
- Sample Exam Screens
- **CPTD Practice Test**

## Biweekly Live Online Sessions

- Collaboration & Leadership
- Instructional Design
- Technology Application
- Evaluating Impact
- Business Insight /Talent Strategy & Management
- Data & Analytics

## What Participants Are Saying

“I really enjoyed the videos and the audio segments from actual CPTD professionals. The stories really resonated with me. I enjoyed the [TDBoK Guide] and the availability of flashcards and the notebook. ATD is a wonderful resource that checks all the boxes for me.”

— Heather Reed, APTD



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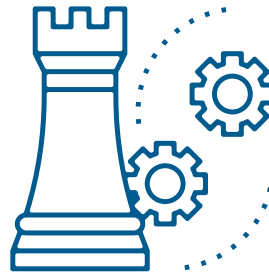
## RESOURCE SAMPLE

# The Value of Knowledge Management

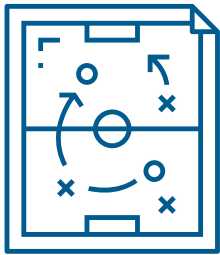
Knowledge management offers several strategic and tactical benefits to the organization, as listed here.

Knowledge management helps organizations to increase their **strategic benefits** by:

- Enhancing decision making based on facilitated access to expert knowledge and practices
- Improving innovation and collaboration across disconnected parts of the organization
- Reducing loss of expert knowledge by formally capturing explicit and tacit knowledge
- Exploiting market opportunities through building strategy and planning on current validated knowledge



Knowledge management helps organizations at the **tactical level** by:



- Enabling performers to safely share best practices
- Capturing work process innovation for reuse
- Increasing efficiency and productivity and reducing rework and reinvention
- Reducing time to competence by creating targeted onboarding and providing access to knowledge




# Why Choose ATD as Your Professional Development Resource?

**D**uring 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 competency-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

**95+**   
Course Topics

**900+**   
Organizations Have Trained With Us

**120+**   
Countries With an ATD Presence

**150,000+**   
Professionals Have Learned With ATD Education

## Ready to Get Started?



### Register by Phone or Get a Consultation

Not sure what to take? Call a professional development specialist to help you enroll. They can give you course recommendations based on your learning goals and your role.

Call: **855.404.2783**  
Visit: [td.org/prep-cptd](https://td.org/prep-cptd)



### Register Online

- Visit [td.org/prep-cptd](https://td.org/prep-cptd).
- **Select** Enroll.
- **Follow** the cart and checkout prompts.



### 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](mailto:enterprise@td.org)

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