

# Certification Practice Test Registration and Scheduling Process

Follow these steps to purchase and access the APTD® or CPTD® Certification Practice Test.

## 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. You will be directed to the Shopping Cart which will reflect the total amount due as an ATD Member or Non-member. Enter payment information and select “Pay for order”. You will get on-screen confirmation that your order was successful and also an Authorization to Test email; this is your test attempt authorization and is valid for 4 months. Didn’t receive an email? Check your spam folder. It is a good idea to add [PearsonVUEConfirmation@pearson.com](mailto: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.
- Navigate directly to the Certification Portal [here](#).
- Follow the instructions contained in the authorization email.

## Schedule and Launch Your Test

Each test attempt is valid for 4 months. If not used within 4 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 Agree to Association to 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 that ‘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 1–5, (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 6)
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](mailto:customercare@td.org).