

# Certification Practice Test Registration and Checkout Processes



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

## Initial Test Registration

1. Login to the [ATD Learning Portal](#) with your ATD account credentials
2. From the **My Courses tab**, launch your Certification Preparation course.
3. On the course home page, select the **Exam Prep Resources** section.
4. Open **The Practice Test** accordion and access the **Take the Practice Test** tile.
5. Select **Open Link** to navigate to the Certification Portal. Or access it [here](#).
6. Once in the Portal, select **Practice Tests** from the left sidebar menu, under the EXAMS heading.
7. On the next screen, choose **APTD Practice Test** or **CPTD Practice Test**, whichever is applicable.
8. Read and sign the Attestation, then select **Agree** to continue.
9. When prompted, enter your name and phone number, then select **Finalize Application**.

## Checkout

10. You will be redirected to your ATD Shopping Cart to complete the checkout process.
11. The practice test will already be in your Shopping Cart. Don't worry about the total shown! It will be updated to \$0 before you finalize your order. To begin checkout, select **Check Out**.
12. On the next screen, select **Continue**.
13. On the Customer Information screen, select **Continue to Payment**.
14. On the Review Your Order screen, the order summary is now \$0. Select **Complete Your Order**.
15. You will get an on-screen confirmation that your order was successful.

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16. You will also receive an Authorization to Test email; this is your test attempt authorization and is valid for 3 months. If you don't receive an email, check your spam folder. It also a good idea to add [PearsonVUEConfirmation@pearson.com](mailto:PearsonVUEConfirmation@pearson.com) to your trusted email senders list.

## Initiate a Test Attempt

17. You will need to 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 [here](#).
- Follow the instructions contained in the authorization email.

## Schedule and Launch Your Test

18. 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.

19. 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.

20. 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 provided for the practice test.

21. Read the Agree to Association to Talent Development policies page. Select **Agree** to proceed.

22. The contact information listed is not used in any official capacity, select **Next** to continue.

23. On the final screen, choose to **Submit Order**.

24. When completed, you will receive an on-screen confirmation that 'You are booked!'

25. Each test attempt is valid for 3months. If not used within 3 months the attempt expires.

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26. To launch the test attempt, choose **Begin Exam**.

27. 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. The practice test retake will already be in your Shopping Cart for \$0. Select **Check Out**.
4. Follow Steps 12–16, (Checkout).
5. Follow Step 17, (Initiate a Test Attempt).
6. Follow Steps 18–27, (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).