APTD® Certification Preparation Bootcamp

The most comprehensive APTD exam prep program, which you can personalize, adapt, and engage in with your peers to meet your study needs.

| Certificate of Completion | On Demand, Live Online, and In Person | 34 Hours to Complete (3.4 CEUs) | 25 Hours Toward Initial ATPD Eligibility | Aligned to Talent Development Capability Model™ | Enterprise Team Training Available |

Accelerate your readiness for the Associate Professional in Talent Development (APTD®) certification exam and earn the credential that proves your talent development capability.
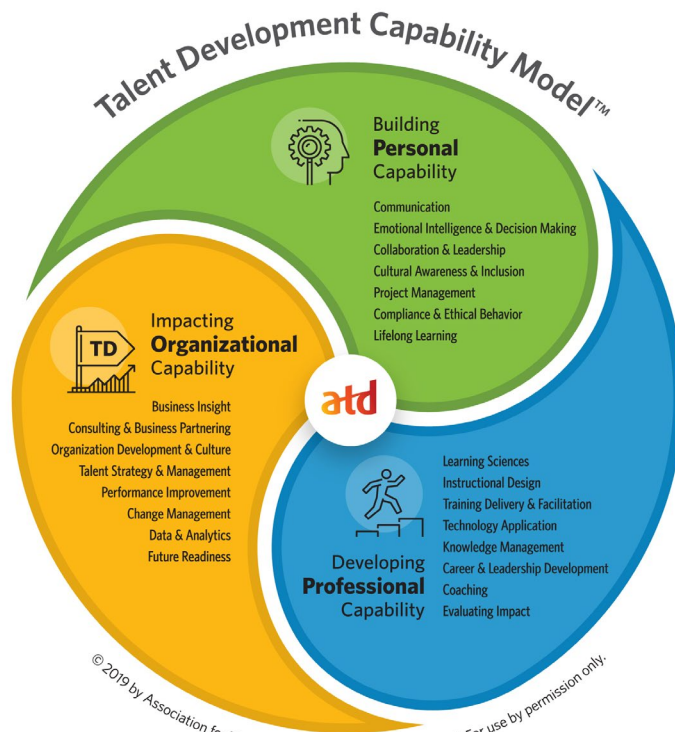
This program is designed to give ATD Certification Institute APTD candidates a comprehensive, facilitator-led training experience spanning seven weeks and 34 hours of learning.

During this robust, in-depth, detailed review of the areas covered in the APTD certification exam, learners will be set up for success to pass. Participants will interact, engage, and learn through a mix of lectures, scenarios, case studies, and targeted use of the APTD practice test. They will gain access to everything needed to fully prepare for the APTD 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 APTD is a professional certification for workplace talent, learning, and development professionals with at least three years of experience. An APTD understands that well-designed talent development strategies and solutions contribute to organizational success and has a strong grounding in the foundational knowledge of the field.

Why You Should Earn the APTD 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.

Talent Development Capability Model™

Building Personal Capability
Communication
Emotional Intelligence & Decision Making
Collaboration & Leadership
Cultural Awareness & Inclusion
Project Management
Compliance & Ethical Behavior
Lifelong Learning

Impacting Organizational Capability
Business Insight
Consulting & Business Partnering
Organization Development & Culture
Talent Strategy & Management
Performance Improvement
Change Management
Data & Analytics
Future Readiness

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

THARWAH ACADEMY

atd EDUCATION

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Innovative strategies prepare you to establish yourself in the talent development field with the APTD certification.

Prepare with a comprehensive seven-week learning experience that will help you focus on the areas you need to prove your ability in and earn the APTD certification.

This robust program uses a blended learning approach with on-demand resources; self-study modules; a five-day facilitator-led training training; and live online, facilitator-led check-ins to increase your confidence in preparing for and passing the APTD exam.

The course goes beyond presenting content from the Talent Development Capability Model to preparing 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. With a mix of lectures and engaging activities led by an expert facilitator, as well as access to a full-length practice test, this program gives you an end-to-end preparation experience so that you'll leave the course feeling confident to take the exam.

Course features include:

- A pre-course overview session on ATD Certification Institute credentialing

- A virtual pre-course kickoff session to introduce the facilitator and start your learning journey

- In-person training into the key elements of the Talent Development Capability Model

- Expert-led review and confidence check sessions with your ATD facilitator and peers

- On-demand content review modules on the 22 TD capabilities assessed on the exam

- Learning resources, including 12 months of access to the online *TDBoK Guide™: Talent Development Body of Knowledge*, second edition

- Exam preparation strategies and study plan templates

- Opportunity to take a full-length practice exam three times and debrief with your facilitator

Related Learning Opportunities:

ATD Master Trainer® Program

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.

Instructional Design Certificate

Leverage exclusive ATD tools and templates to develop the most powerful, bottom-line focused learning.

Measuring Return on Investment Certificate

Connect your learning investment to the business bottom line.

THARWAH ACADEMY

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In this program, you will:

- Master core content from the Talent Development Capability Model that aligns to exam specifications.

- 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 the study process.

- Learn how to apply strategies to reduce test-taking anxiety.

- Receive continued access to the online *TDBoK Guide* to support your review of the concepts tested.

- Gain access to fully prepared study process templates to minimize the guesswork in preparing for the exam.

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COURSE OVERVIEW

Week 1: Pre-Course Overview and Program Kickoff
(Live Online, 165 Minutes Total)

- Meet Your Facilitator
- Meet Your Peers
- Candidate Handbook
- Introducing the Online *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**
- **Introduce Yourself**
- **Validate Access to Practice Test**
- **Exam Preparation and Study Strategies**

Week 2: Live Online or Face-to-Face
(5.5 Hours Over 5 Days Led By ATD Facilitator)

- **Day 1:** Impacting Organizational Capability Domain
- **Day 2:** Developing Professional Capability Domain, Part 1
- **Day 3:** Developing Professional Capability Domain, Part 2
- **Day 4:** Developing Professional Capability Domain, Part 3
- **Day 5:** Building Personal Capability Domain and Next Steps in Preparation

Activities include:

- **Content Overview**
- **Scenario-Based Activities**
- **Activity and Practice Question Review**
- **Online *TDBoK Guide* Excerpts**
- **Facilitated Discussion**

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Week 3: Practice Test and Independent Study

- Complete APTD Practice Test

- Independent Study Using the APTD On-Demand Resources and TDBoK

Activities include:

- **Content Overview**

- **Preassessments**

- **Videos**

- **Scenario-Based Activities**

- **APTD Practice Test**

- **Online *TDBoK Guide* Excerpts**

- **Facilitated Discussion**

Week 4: Practice Test Debrief
(2 Hour Live Online Session Led by ATD Facilitator)

- Review Practice Test-Taking Experience

- Strategies for Test Taking and Reducing Anxiety

- Continued Independent Study Using the APTD On-Demand Resources and Online *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 Day**

- **Sample Exam Screens**

Week 5: Building Personal Capability Check-In
(2 Hour Live Online Session Led by ATD Facilitator)

- Building Personal Capability Review and Confidence Check

- Continued Independent Study Using the APTD On-Demand Resources and Online *TDBoK Guide*

Activities include:

- **Scenario Review**

- **Facilitated Discussion**

- **Opportunity for Open Questions**

Week 6: Developing Professional Capability Check-In and Meeting With ATD Certification Institute
(2 Hour 45 Minute Live Online Session Led By ATD Facilitator)

- Developing Professional Capability Review and Confidence Check

- Continued Independent Study Using the APTD On-Demand Program and Online *TDBoK Guide*

Activities include:

- **Scenario Review**

- **Facilitated Discussion**

- **Opportunity for Open Questions**

Week 7: Impacting Organization Capability Check-In
(2 Hour Live Online Session Led By ATD Facilitator)

- Impacting Organization Capability Review and Confidence Check
- Continued Independent Study Using the APTD On-Demand Program and Online *TDBoK Guide*

Activities include:

- Scenario Review
- Facilitated Discussion
- Opportunity for Open Questions

What Participants Are Saying

"The APTD [preparation course] was the key driver in helping to prepare me for the APTD exam. Not only could I access it conveniently whenever and wherever I was, the workshop analyzed which areas I needed to focus on more. Without the workshop, I wouldn't have been as prepared for the exam and the way the questions were worded."

— **Jennifer Mohr, APTD**
Learning and Development Project Manager

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 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 a Team/ On-Site Training

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

Register Now!

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

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