

stay **COMPETITIVE**  
prove your **EXPERTISE**  
advance your **CAREER**



CERTIFIED PROFESSIONAL IN  
LEARNING & PERFORMANCE  
ASTD CERTIFICATION INSTITUTE

**GET CPLP CERTIFIED**



0030945-972/10



## Real People Talk About the Real Value of Certification

*“As a CPLP I know that I have something better to offer than others in my position and for employers that means they are getting somebody with top qualifications.”*

Shelbey MacDonald, CPLP  
Course Developer  
International Game Technology

*“As a CPLP designee the value I provide to my employer is the breadth and depth of workplace learning and performance knowledge that I bring to the table. My employer knows that he has one of the best of the best in the field.”*

Debb Hibbs, CPLP  
Consultant  
Strategic Impacts

# CPLP REQUIREMENTS

## CPLP certification is a three-part assessment that includes:

**Experience:** At least **Three Years** of industry-related work experience

**Knowledge:** A multiple-choice **Knowledge Exam**

**Performance:** A **Work Product** submission

## The Knowledge Exam

### **When are the testing windows?**

The ASTD Certification Institute offers four exam testing windows throughout the year. Visit [www.cplp.astd.org](http://www.cplp.astd.org) to find the next windows.

### **Where are the testing centers?**

Testing centers are located throughout the United States and Canada. To locate a testing center near you, visit [www.cplp.astd.org](http://www.cplp.astd.org).

### **How long should I plan to study?**

ASTD Certification Institute recommends a study period of at least ninety (90) days prior to the exam.

### **What will the exam entail?**

The Knowledge Exam consists of 150, multiple-choice questions that cover the nine areas of expertise outlined in the ASTD Competency Model.

### **How are scores reported?**

You will receive a score report immediately after taking the exam. Your report will indicate if you have passed or failed, along with high-level score results.

# WWW.CPLP.ASTD.ORG

# & CERTIFICATION PROCESS

## The Work Product

### **What are the guidelines?**

You must submit a sample of your work that illustrates how you put knowledge into action. You can choose to submit a Work Product in one of five areas: delivery training, designing learning, measuring and evaluating, improving human performance, or managing the learning function. Visit [www.cplp.astd.org](http://www.cplp.astd.org) for detailed guidelines.

### **When do I submit?**

Your Work Product is typically submitted 8-12 weeks after completing and passing the Knowledge Exam. Exact details and deadlines will be provided to each candidate as they take and pass the Knowledge Exam.

### **How will my Work Product be assessed?**

Your Work Product will be reviewed by a blue-ribbon panel of experts in the field.

### **When and how will I be notified of the results?**

You will receive a score report approximately eight weeks after submitting your Work Product. Your assessment will indicate if you have passed or failed the Work Product submission, along with high-level results.

## The Certification

### **What are the fees associated with certification?**

National ASTD Member Fees:	<b>\$799</b>
Regular Fees:	<b>\$999</b>

### **When will I know if I'm certified?**

You must pass both the Knowledge Exam and the Work Project assessment to become CPLP certified. You will be notified of your final certification award within a couple of months after your work product submission is received and scored.

### **Are there additional resources to help me decide if CPLP is right for me?**

There is a Readiness Assessment on [www.cplp.astd.org](http://www.cplp.astd.org) to help you decide if certification is right for you. Additionally, the CPLP Candidate Bulletin outlines program policies and includes important details about the program.

## ASTD Presents...

### OPTIONAL CPLP STUDY TOOLS AND RESOURCES



#### The ASTD Learning System

A self-directed learning resource created specifically to help you prepare for the CPLP Knowledge Exam. Each volume is devoted to one of the nine areas of expertise covered in the exam.



#### Check Your Knowledge! The ASTD Learning System Companion Study Tool

650+ interactive questions to track your test prep progress.



#### ASTD Learning System Flashcards Set

For faster learning and better retention. Set includes 250 color-coded cards featuring questions, definitions, and graphics to enhance your study experience.

Learn more about the *ASTD Learning System* and related resources at: [www.astd.org/LS](http://www.astd.org/LS)



#### CPLP Prep Workshop

This two-day workshop is the perfect starting point for preparing for both the knowledge-based CPLP™ exam and the work product submission. Through exclusive samples of successful work products and 250 assessment questions, participants will bolster exam-day and work product preparation.

Learn more at: [www.astd.org/cplpprep](http://www.astd.org/cplpprep)

*“CPLP gave me that broad base of knowledge, the ideas, and the things I needed to be a better professional. Without CPLP I couldn’t do the job that I do today.”*

Jim Wallis, CPLP  
Sr. Training Program  
Northrop Grumman  
Newport News

*“I recently interviewed for a new position and was told by the hiring folks that CPLP put me over the top, and I got the job!”*

John Arata, CPLP  
Chief, Dpt. of Career Studies  
US Army  
Maneuver Support Center

Learn more about the real value of certification at [WWW.CPLP.ASTD.ORG](http://WWW.CPLP.ASTD.ORG)

## CPLP Defined

CareerJournal.com estimates that 78,000 people will enter the training and development field between 2004 and 2014. With so many new practitioners, it is important to have a standardized measure that showcases expertise, quantifies experience, and proves credibility within the field.

Just as the accounting profession has the CPA (Certified Public Accountant) and the real estate profession has the CRS (Certified Residential Specialist), the workplace learning and performance (WLP) profession is able to distinguish their expert practitioners and knowledge leaders with the Certified Professional in Learning and Performance™ (CPLP™).

CPLP credential holders include WLP professionals from every corner of the business world: global corporations, small businesses, and independent consultants.

**THE CPLP IS THE PREDOMINANT CREDENTIAL FOR THE TRAINING AND DEVELOPMENT PROFESSION. WHEN PEOPLE THINK OF WORKPLACE LEARNING EXCELLENCE, THEY THINK CPLP.**

## What CPLP Will do for You

The CPLP credential enables WLP professionals to enhance their reputation, showcase their knowledge, differentiate themselves and their programs, maintain rigorous standards within the profession, and prove their capability to lead the training function.

Credentialing provides a roadmap for professional development, while increasing an individual's earning potential, and broadening their career opportunities.

**CPLP WILL ENABLE YOU TO STAY COMPETITIVE, PROVE YOUR EXPERTISE, AND ADVANCE YOUR CAREER—ESPECIALLY IN A TOUGH JOB MARKET.**

## Have Questions?

LEARN MORE ABOUT THE REAL VALUE OF CERTIFICATION AT  
**WWW.ASTD.ORG/CONTENT/ASTDCERTIFICATION**

### **Contact us:**

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