

# Interactive Guide

## Developing Your CPLP Study Plan

Developing a study plan is a critical step in your CPLP journey. By now, you should have taken some time to determine your learning preferences and your level of knowledge in each of the Areas of Expertise. Now, let's put it all together into your draft Study Plan. *Note: This Study Plan is for your Knowledge Exam preparation and does not include Work Product action steps.*

**How long will it take to prepare for the CPLP exam?** Based on the number of hours you can spend studying each week and your experience and comfort level with each of the content areas, use the table below to determine how many weeks it will take to prepare. You can also use this information to allocate a specific number of hours of study time per area.

Step	Question	Number
1	How many hours per week can I dedicate to studying for the CPLP?	
2	<p>How well do I know the Global Mindset and AOE content? Start with the average study time for CPLP candidates - 90 hours. Add more hours if you prefer to be conservative, or reduce the number of study hours based on your own experience. Now, based on your Self-Assessment, spread your total number of study hours across the content areas:</p> <ul style="list-style-type: none"> <li>___ Performance Improvement</li> <li>___ Instructional Design</li> <li>___ Training Delivery</li> <li>___ Learning Technologies</li> <li>___ Evaluating Learning Impact</li> <li>___ Managing Learning Programs</li> <li>___ Integrated Talent Management</li> <li>___ Coaching</li> </ul>	List the total hours across all AOE's here

	<p>___ Knowledge Management</p> <p>___ Change Management</p> <p>___ Global Mindset</p> <p><i>Note: Some content areas may require more study time than others.</i></p>	
3	<p>Am I preparing for a specific test window? If yes, how many weeks do you have between today and that test window? Write the number of weeks here.</p> <p>If no, leave this blank.</p>	
4	<p>Divide your answer to #2 by your answer to #1 (weeks needed to study the content). This represents the average number of weeks you need to allocate to prepare for the CPLP.</p>	
5	<p>If you have a response for #3, compare your response for #3 to your response for #4. Is your test window realistic? Yes or no?</p> <p><i>If no, consider changing your test window or increasing your allocated study time.</i></p>	

How can I build my Study Plan? Review the sample Study Plan included in this worksheet. Then, use the blank template to draft your Study Plan, as follows:

- a. First, if you already have a test window, add that date at the bottom, so that you can work your way backwards from that date.
- b. On your plan, identify any weeks where you cannot study the number of hours committed (due to work load, vacation, or other conflicts).
- c. Consider the questions below and create action steps and a timeline for any of these considerations you want to build into your plan. For example, if you want to reach out to another CPLP candidate as a study partner, add an action step such as “Meet with CPLP study partner” and the date.

\_\_\_ Have you purchased the Learning System yet? (Note: the Learning System is included with Preparing for the CPLP Workshops.)

\_\_\_ Have you checked with your local ATD chapter for Study Groups convening (either virtual or in your area)?

- \_\_\_ When you study, do you find it helpful to go back to topics that are particularly challenging, in order to spend more time on them?
  
  - \_\_\_ Do you know someone who is preparing for the CPLP exam, and who could be a good study partner or resource for you?
  
  - \_\_\_ Is it important to you to take the time to check other resources in addition to the Learning System (such as articles or other third-party references)?
  
  - \_\_\_ Have you joined a LinkedIn CPLP Preparation group? The official ATD CPLP Prep group is here: <https://www.linkedin.com/groups/8664160>
  
  - \_\_\_ Have you taken the CPLP Practice Test yet? If not, when would be a good time to do so? (*Note: Consider taking the practice test early in your preparation, and then again approximately 3-4 weeks before your test date.*)
- d. Now, week by week, identify which content area you will focus on, and for how long.
- Refer back to the above table to apply the right length of time to your plan.
  - Remember to add your intended Study Prep course, and/or your Study Group starting date to your plan.

As a final check, confirm that every action has a completion date scheduled, and check one last time to be sure you have set realistic dates for each activity.

*If you are enrolled in a Preparing for the CPLP program, take your completed draft Study Plan with you to your first session.*

Week	Action Step	Estimated # of Hours Needed	Completion Goal Date	Complete
14	Review CPLP Certification Handbook and Web site for the latest information and guidelines, test windows, etc.	1	5/8	<input type="checkbox"/>
14	Register for the Preparing for the CPLP: Instructor-Led Workshop	1	5/10	<input type="checkbox"/>
13	Reach out to Sally Doe; see if she wants to be a study partner	1	5/14	<input type="checkbox"/>
13	Take CPLP Practice Test	2	5/14	<input type="checkbox"/>

13	Review Foundational Competency: Global Mindset <ul style="list-style-type: none"> <li>▪ Read</li> <li>▪ Complete knowledge checks and Can I Apply It questions in each chapter</li> </ul>	12	5/15	<input type="checkbox"/>
13	Review AOE: Performance Improvement	12	5/19	<input type="checkbox"/>
12	Review AOE: Instructional Design	12	5/23	<input type="checkbox"/>
11	Attend Preparing for the CPLP: Instructor-Led Workshop	3	5/27	<input type="checkbox"/>
11	Review AOE: Training Delivery and Learning Technologies	12	5/30	<input type="checkbox"/>
10	Review AOE: Evaluating Learning Impact	12	6/4	<input type="checkbox"/>
10	Create list of knowledge areas to revisit from AOE: covered to date	2	6/7	<input type="checkbox"/>
9	Review AOE: Managing Learning Programs	12	6/14	<input type="checkbox"/>
9	Register for CPLP test date (in my testing window)	1	6/15	<input type="checkbox"/>
8	VACATION!!	N/A	6/22	<input type="checkbox"/>
7	Review AOE: Integrated Talent Management	12	6/29	<input type="checkbox"/>
6	Review AOE: Coaching	12	7/5	<input type="checkbox"/>
6	Hold session with study partner	14	7/7	<input type="checkbox"/>
5	Review AOE: Knowledge Management	12	7/12	<input type="checkbox"/>

4	Review AOE: Change Management	12	7/19	<input type="checkbox"/>
3	Review Global Mindset and AOE 1 – 4 <ul style="list-style-type: none"> <li>• Drill and practice on questions</li> <li>• Revisit knowledge areas that need more attention</li> <li>• Create mnemonics or flash cards for content that is consistently difficult to recall</li> </ul>	6	7/26	<input type="checkbox"/>
3	Retake CPLP Practice Test	2	8/2	<input type="checkbox"/>
2	Review AOE 5 – 9	8	8/9	<input type="checkbox"/>
2	Hold study session with study partner	3	8/9	<input type="checkbox"/>
Test Week!	<ul style="list-style-type: none"> <li>• Final drill and practice on questions</li> <li>• Confirm that I have all test center paperwork</li> <li>• Drive to test center in advance of test day to confirm location</li> </ul>	10	<b>Exam Day!</b> 8/16	<input type="checkbox"/>
	Total Preparation Hours Planned	174		

*Note: This is an estimation of study hours required to be used as an example for development of your study plan. Actual study times vary.*

