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| **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 only.*

**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.

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| **Step** | **Question** | **Number** |
| 1 | How many hours per week can I dedicate to studying for the CPLP? |  |
| 2 | 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:\_\_\_\_ Performance Improvement\_\_\_\_ Instructional Design\_\_\_\_ Training Delivery\_\_\_\_ Learning Technologies\_\_\_\_ Evaluating Learning Impact \_\_\_\_ Managing Learning Programs\_\_\_\_ Integrated Talent Management\_\_\_\_ Coaching\_\_\_\_ Knowledge Management\_\_\_\_ Change Management\_\_\_\_ Global Mindset*Note: Some content areas may require more study time than others.* | List the total hours across all AOEs here |
| 3 | 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. If no, leave this blank. |  |
| 4 | 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.** |  |
| 5 | 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?***If no, consider changing your test window or increasing your allocated study time.* |  |

**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:

* + 1. 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.
		2. On your plan, identify any weeks where you cannot study the number of hours committed (due to work load, vacation, or other conflicts).
		3. 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 CPLP Learning System yet? (Note: Learning System is included with all CPLP Prep Workshops and the On-Demand Course.)

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

\_\_\_ Have you joined a LinkedIn CPLP Preparation group? The official ATD CPLP Prep group is here: <https://www.linkedin.com/groups/8664160>

\_\_\_ 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), when applicable?

\_\_\_ 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).* You’ll find the practice test here [www.td.org/skilltracker](http://www.td.org/skilltracker). Select do assessment and then ATD Practice Tests on the topic of the page.

* + 1. 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 not, make adjustments.

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

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| **Sample CPLP Study Plan** |
| **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 |  |
| 14 | Register for the Preparing for the CPLP: Instructor-Led Workshop | 1 | 5/10 |  |
| 13 | Reach out to Sally Doe; see if she wants to be a study partner | 1 | 5/14 |  |
| 13 | Take CPLP Practice Test | 2 | 5/14 |  |
| 13 | Review Foundational Competency: Global Mindset* Read
* Complete knowledge checks and Can I Apply It questions in each chapter
 | 12 | 5/15 | **□** |
| 13 | Review AOE: Performance Improvement | 12 | 5/19 |  |
| 12 | Review AOE: Instructional Design | 12 | 5/23 |  |
| 11 | Attend Preparing for the CPLP: Workshop | 3 | 5/27 |  |
| 11 | Review AOEs: Training Delivery and Learning Technologies  | 12 | 5/30 |  |
| 10 | Review AOE: Evaluating Learning Impact | 12 | 6/4 |  |
| 10 | Create list of knowledge areas to revisit from AOEs covered to date | 2 | 6/7 |  |
| 9 | Review AOE: Managing Learning Programs | 12 | 6/14 |  |
| 9 | Register for CPLP test date (in my testing window) | 1 | 6/15 |  |
| 8 | VACATION!! | N/A | 6/22 |  |
| 7 | Review AOE: Integrated Talent Management | 12 | 6/29 |  |
| 6 | Review AOE: Coaching | 12 | 7/5 |  |
| 6 | Hold session with study partner | 14 | 7/7 |  |
| 5 | Review AOE: Knowledge Management | 12 | 7/12 |  |
| 4 | Review AOE: Change Management | 12 | 7/19 |  |
| 3 | Review Global Mindset and AOEs 1 – 4* Drill and practice on questions
* Revisit knowledge areas that need more attention
* Create mnemonics or flash cards for content that is consistently difficult to recall
 | 6 | 7/26 |  |
| 3 | Retake CPLP Practice test | 2 | 8/2 |  |
| 2 | Review AOEs 5 – 9 | 8 | 8/9 |  |
| 2 | Hold study session with study partner | 3 | 8/9 |  |
| Test Week! | * Final drill and practice on questions
* Confirm that I have all test center paperwork
* Drive to test center in advance of test day to confirm location
 | 10 | **Exam Day!** 8/16 |  |
|  | **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.*

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| **CPLP Study Plan** |
| **Week** | **Action Step** | **Estimated # of Hours Needed** | **Completion Goal Date** | **Complete** |
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| Test Week! |  |  | **Exam Day!**  |  |
|  | **Total Preparation Hours Planned** |  |