

How to Select **Your CPTM Practicum**

Before registering for Training Industry's **Certified Professional in Training Management (CPTM™)** program, it's important to consider your timeline for certification. We've created this resource to help you plan your professional development with CPTM across the three steps of the certification program.



Ideally, how soon would you like to earn an L&D certification?

- As soon as possible
- Within the next two months
- By the end of the year

How much free time will you have available to complete the prework?

- 1-3 hours per week
- 4-5 hours per week
- 6-10 hours per week
- Over 10 hours per week

Use your answers to these two questions as you think about steps 1-3 on the next page.



Step 1 | Find Your Practicum

Start by finding a practicum that fits your schedule. These live, virtual sessions occur regularly throughout the year with timing designed to fit different time zones.

KEY CONSIDERATION: Ability to block time on your calendar to fully participate in the live practicum sessions.

[VIEW THE PRACTICUM SCHEDULE HERE](#)

Step 2 | Determine Your Timing for Pework

Work backwards to determine how long you'll need to complete the prework eLearning modules. For example, if your practicum date is four months away, you'll need to dedicate roughly 3-4 hours per week for the prework portion.

KEY CONSIDERATION: Free time available to complete the prework modules, which typically take a total of 40-60 hours to finish. Divide this total time among the number of weeks away that your ideal practicum date is.

[REVIEW THE ELEARNING MODULES](#)

Step 3 | Get Registered

Register for your CPTM practicum before beginning the prework to ensure your spot is reserved and that you have enough time to complete all three steps of the program by your goal date.

KEY CONSIDERATION: After registering, you'll have immediate access to start the eLearning modules and the ability to complete them on your own time. Set a reminder for yourself that's at least 30 days before your practicum date to reach out to reschedule if needed to avoid the rescheduling fee.

[REGISTER AND SELECT YOUR PRACTICUM DATE](#)

Other things to consider before selecting your practicum date:



Don't Forget About the Exam

Most learning leaders opt to complete the exam as close as possible to the practicum, while the material is still fresh. However, **you'll have six months to complete the exam, with two attempts included in your registration, following your practicum.** Keep this in mind when planning your practicum, since passing the exam is the final step to earning your certification.

The CPTM exam has **over an 85% pass rate** for those who came prepared by completing steps 1 and 2.



Be Clear On Your Goals for Certification

Make sure you understand your professional development timeline and urgency needs. Determine when you need to have earned your certification based on the following:

- ◆ **What are your goals?** Are you seeking a promotion, trying to secure a job in learning and development (L&D) or looking for more confidence in your role?
- ◆ **What alumni benefits are you looking to take advantage of?** Such as a free pass to the in-person [Training Industry Conference & Expo](#) or [Strategy Summit](#) the year you earn your certification.
- ◆ **When does your organization's budget/fiscal year renew?** Maximize your professional development budget and invest funding before it's too late.



More Resources to Help You Get Started

Get buy-in from your employer for the CPTM program: [Convince Your Boss](#)

Understand the CPTM eLearning modules: [CPTM Module Overview](#)

Read reviews from CPTM graduates: [Program Reviews](#)

Discuss your career goals and how CPTM can help: [Schedule a Consultation](#)