

Welcome to Session 2

Selecting and Planning Your Work Product Submission



Session Topics

- ✓ ASTD CI's *CPLP Candidate Bulletin*
- ✓ Work product timeline
- ✓ Work product details
- ✓ Work product submission guidelines
- ✓ Tips and pitfalls

Review ASTD CI's *CPLP Candidate Bulletin* to find the latest information about the work product submission requirements

Go to: www.cplp.astd.org

Work Product Timeline

Test Window	Registration Deadline	Knowledge Exam Testing	Work Product Submission Deadline*
March	February 12	March 20 - April 10	August 27, 2010
May	April 2	May 22 - June 12	August 27, 2010
September	August 6	Sept 18 - Oct 9	February 25, 2011
November	November 5	Nov 13 - Dec 11	February 25, 2011

* Work product score turnaround is 8-12 weeks.

If you need to change the testing / work product submission window there will be a \$225 transfer fee.

Test scores are valid for TWO years from the passing date. The work product will need to be submitted by that date or you will need to retest.



Work Product Form Names/Descriptions

Item	Name/Description
Form A – Parts 1, 2 and 3	Project Description, Project Context, and Work Product Map
Form B	Essay Questions (8)
Work Product Sample	Actual sample of work you are submitting and supporting documentation (nature of sample varies by AOE)
Form C	Identification, Contact Information
Form D – Parts 1, 2 (and in the case of DT 3)	Work Product Release Forms
Form E	Work Product Checklist and Confirmation Document
Knowledge Test Score Report	Knowledge Test passing score verification
Confirmation Postcard	Include a stamped, self-addressed postcard so that ASTD CI can provide confirmation upon receipt of your materials.

How to Package Your Materials

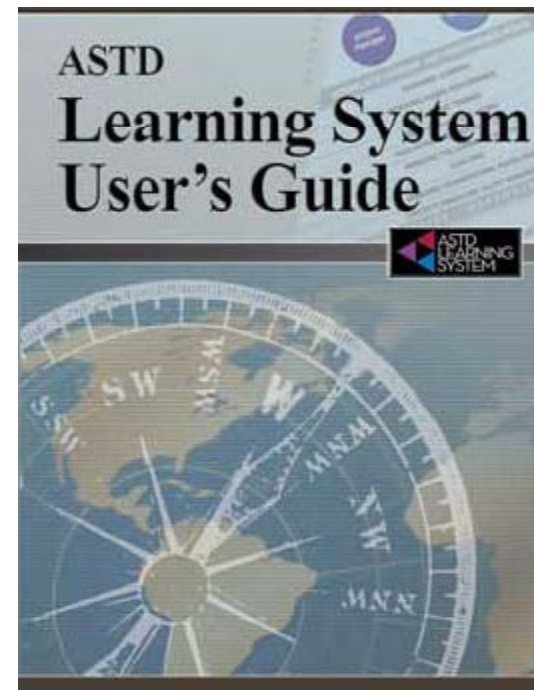
Container...	Contents...	Label the ...
Folder 1: Letter Size Expandable Folder	Form A Form B Work Product Sample (Project Work)	File Folder Work Product Sample (project work) pages
Label the expandable folder and file folder....		CPLP® Work Product “Identification Number” “List folder contents” “AOE Area”
Folder 2: Letter Size File Folder	Form C Form D Form E Knowledge Exam Score Report Self-addressed, stamped postcard	File Folder
Label the work product sample (project work) pages....		CPLP® Work Product “Identification Number” Page # “AOE Area” “Name of Document Type”

What are the core components of the work product scoring guidelines?

- Project Relationships
- Planning
- Output
- Outcomes

Review the sample work product
timeline

*ASTD Learning System
User's Guide*



Flaws, Pitfalls & Tips

Incident/Issue
Not following submission instructions
Changing Area of Expertise
Disregarding font size, word, or time limits
Insufficient evidence
Failure to remove identifying information
Poor grammar or sloppy submission
Using modified forms
Insufficient reference or inappropriate reference to project evidence
CD, DVD, or VHS problems
Unsuitable content
Dated content
Incorrect packaging
Failure to obtain required signatures

How many of the key actions have to be answered to get credit for that component (i.e. planning, etc.)?

Answer as many key actions as you can; and for those you can't, provide the rationale why you can't answer

What happens if you pass the written exam but fail the work product submission?

You will be given another opportunity to complete another work product submission. However, it has to be a different project than the one you originally submitted.

Are work product submissions
anonymous?

Yes, work product submissions are only
known to the raters as an identification
number

Next Session...

- Next Session Preparation Items:
 - Read Module: *Designing Learning*
 - Complete Knowledge Check questions from Module: *Designing Learning*

Questions?

