ACCELERATE

BPM'ONLINE
CERTIFICATION

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bpm'online academy

BPM'ONLINE ANALYST

Basic
Advanced

Designed for implementation specialists,
analysts, presale engineers
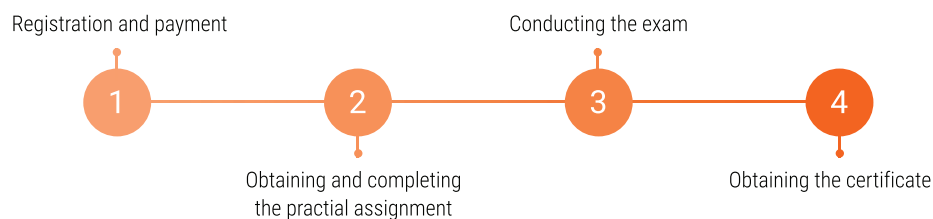and CRM coordinators

BPM'ONLINE DEVELOPER

Basic
Advanced

Designed for developers
of project solutions and products
on bpm'online platform

- Basic certification is intended for analysts and developers who work on projects in SMALL and MIDDLE segments.

- Advanced certification is necessary for specialists who perform implementation projects in the CORPORATE and ENTERPRISE segments.
  Authorization in bpm'online support requires Advanced bpm'online analyst or developer certificate.
  Advanced bpm'online developer certificate is a prerequisite for obtaining development consultations.

Certification process
consists of a practical assignment
and an online exam (1.5 hours)

The exam is conducted individually
by an Academy trainer
during an appointed certification session

Certification process
involves several stages:

Registration and payment

Conducting the exam

1   2   3   4

Obtaining and completing
the practial assignment

Obtaining the certificate

To sign up for certification:

choose a day and time slot, then go to the payment page and pay for certification. You will receive a confirmation email once the payment has been processed.

Certification time:

every working Friday, in one of the five time slots:

UK (UTC 0)	EST (UTC -5)	AET (UTC +10)
9:00-10:30	9:00-10:30	16:30-18:00
11:00-12:30	11:00-12:30	

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Designed for implementation specialists, analysts, presale engineers and CRM coordinators

1. INDIVIDUAL PRACTICAL ASSIGNMENT

After registration, the applicant receives a practical assignment ("homework") 7 calendar days before the appointed certification time.

The homework assignment contains items required for a Basic certificate, as well as items marked with asterisk *, which are required for obtaining an Advanced certificate. The assignment must be performed by the applicant on an individual demo site and must be completed before the start of the exam.

The assignment includes testing knowledge of the following functionality:

- ▶ Adding sections and workplaces
- ▶ Setting up business rules
- ▶ Editing existing sections
- ▶ Creating details
- ▶ Editing existing details
- ▶ Setting up permissions
- ▶ Inheriting permissions
- ▶ Adding columns to lists
- ▶ Creating dashboards
- ▶ Setting up printables
- ▶ Creating cases
- ▶ Creating business processes
- ▶ Setting up filters and folders

Practical assignment presentation

Personal certification starts with the presentation of the completed practical assignment. Applicants who have not completed their practical assignment will not be admitted for further testing, the certification result in such case will be "Failed".

Presentation time limit: 30 minutes

2. TESTING

The applicant receives a direct link to the test on the academy website.
The results are recorded and saved automatically.

Test questions cover the following topics:

- ▶ Chosen product
- ▶ Marketplace
- ▶ Licensing models
- ▶ Understanding of bpm'online integration features
- ▶ Understanding of object models and relational databases
- ▶ Bpm'online architecture
- ▶ Delivery management

If the chosen product has several configurations (e.g., sales, service), questions will cover the product with the maximum features (e.g., sales enterprise, service enterprise).

Testing time limit: 30–45 minutes.

3. INTERVIEW

The applicant receives a set of questions on business analyst competency. This stage is held in the form of an interview with a trainer, after which the trainer evaluates the answer and adds the corresponing data to thecombined test results on bpm'online academy.

Interview questions cover the following topics:

- ▶ Bpm'online business modelling
- ▶ Scope and requiremet gathering
- ▶ Project troubleshooting

Interview time limit: all time that remains until the end of the exam (no less than 30 minutes).

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Intended for project solution developers and bpm'online platform products

1. INDIVIDUAL PRACTICAL ASSIGNMENT

After registration, the assignment is provided to the applicant 7 calendar days prior to the appointed certification time.

The homework assignment contains items required for the Base level certificate. Items marked with an asterisk (*) character are intended for receiving the Advanced level certificate. The assignment must be performed individually, on a separate bpm'online demo site prior to the start of the certification.

The assignment is aimed at testing the following skills:

▶ Individual development skills

▶ Client- and server-side debugging

▶ Using built-in customization tools

Practical assignment presentation

Personal certification starts with the presentation of the completed practical assignment. Applicants who have not completed their practical assignment will not be admitted for further testing, thecertification result in such case will be "Failed".

Presentation time limit: 35-40 minutes

2. TESTING

The applicant receives a direct link to the test on the academy website. The results are recorded and saved automatically.

Test questions cover the following topics:

▶ Knowledge of technical base and development architecture on the bpm'online platform

▶ Customization tools

▶ Knowledge of server and client development

▶ Client and server side debugging skill

Testing time limit: no less than 45 minutes.

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REMOTE CERTIFICATION

Remote certification procedure:

Prior to the certification, you will receive an email with detailed instructions and a link to the online certification. If you do not make a payment within 5 working days after registering, your certification enrollment will be canceled. You can reschedule a booked certification, but no later than 10 calendar days before the appointed certification time slot. Otherwise, the slot will be considered used, payment for it in the event of a no-show participant will not be returned.

▶ The certification is conducted via Zoom software.

▶ During the certification, the applicant shares their screen with the trainer.

▶ The applicant's web camera must be turned on during the certification.

▶ During the certification, both the screen sharing feed and the applicant's web camera feed will be recorded.

▶ For the certification on bpm'online platform development, the latest version of bpm'online sales enterprise must be deployed as a development environment.

▶ The applicant must take the certification alone in a separate room with no other computers available. The trainer reserves the right to reschedule the certification if the conditions are found unsuitable prior to the certification.

On the day and time of the certification, the applicant connects to the online resource and performs a checkup:

▶ Audio and video connection check

▶ Verification of the applicant's ID

▶ Demonstration of the applicant's environment and verification of its readiness as per the below rules

▶ Certification timer starts

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ON-SITE CERTIFICATION

On-site certification procedure:

▶ The certification takes place at a designated venue.

▶ The applicants must bring their own laptop, unless otherwise was specified in the certification invitation

▶ For the certification on bpm'online platform development, the latest version of bpm'online sales enterprise must be deployed as a development environment on the applicant's laptop..

▶ The certification is only held in the presence of an appointed trainer or other appointed bpm'online employee.

During the certification process, the applicant is not allowed to use the following:

▶ Printed materials

▶ Electronic devices (other than those foreseen by the certification procedure)
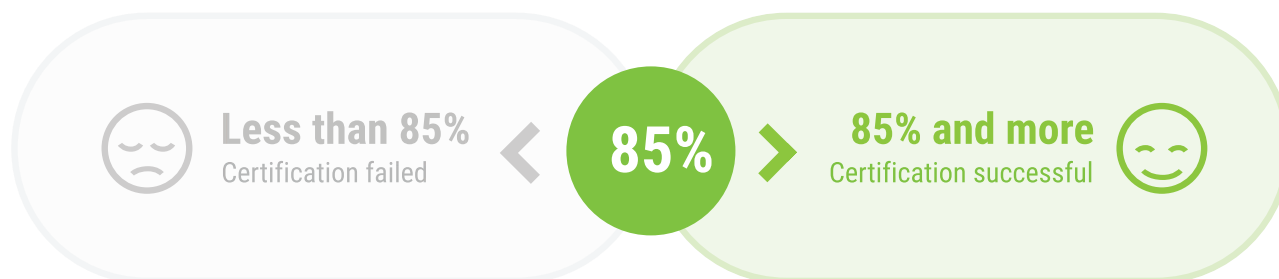
▶ Prompts from other applicants

If one of the rules is violated, the certification results will automatically be recorded as "Failed".

RESCHEDULING AND CANCELLING THE CERTIFICATION

An applicant can reschedule or cancel a booked certification no later than 10 calendar days before the booked certification time slot. Otherwise, the time slot will be considered "used" and certification payment will not be returned.

CERTIFICATION RESULTS

If the applicant scores 85% or more, the certification is considered successful.. The certificate is valid for 1 year from the certification date.

Less than 85%
Certification failed

< **85%** >

85% and more
Certification successful

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STILL HAVE QUESTIONS?

Email your questions to us and we will be happy to help you!

support@bpmonline.com

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