

Certified Professional Instructor Requirements and Conditions

This document contains the provisions and requirements for the National Instruments Certified Professional Instructor credential.

A. Requirements for Attaining Certification

Discussion: The goal of the Certified Professional Instructor Program is to ensure that persons presenting National Instruments courses are knowledgeable of NI products, and have the ability to clearly articulate concepts to adult learners. The certification process ensures that instructors are qualified both technically and instructionally on a continual basis. To be qualified to present any NI course, an individual must satisfy two requirements. The first requirement is that the candidate must achieve and maintain a technical certification in the Technical Certification Track for which the candidate desires to instruct. The second requirement is that the candidate must achieve and maintain the Certified Professional Instructor credential.

Once both requirements have been met, the Certified Professional Instructor (CPI) may present National Instruments course materials.

Methods: To satisfy the instructional requirements for the Certified Professional Instructor position, the candidate must perform one of the following:

- Successfully complete the National Instruments Instructional Skills Training Course requirements.
- Provide documentation showing successful completion of an approved course that covers the instructor competencies delineated by the International Board of Standards for Training, Performance and Instruction (approval of the course by National Instruments is required). These will be evaluated on a case-by-case basis by an NI Customer Education representative. Additionally, the candidate must provide:
 - Reference supporting at least one year of instructional experience.
 - A 10 minute video recording of a classroom training session to be evaluated by National Instruments.

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B. Requirements for Maintaining CPI Status

Reviews: All Certified Professional Instructors are subject to reviews at any time for instructional adequacy. These reviews are based on the International Board of Standards for Training, Performance, and Instruction (ibstpi) competencies and instructor attributes (competency statements found at ibstpi.org).

Revocation: National Instruments reserves the right to revoke at any time the National Instruments Certified Professional Instructor status for an instructor that does not meet the expected high standards of professional and instructional excellence. This revocation is at the sole discretion of National Instruments.

C. National Instruments Instructional Skills Training Course Content and Testing

Discussion: National Instruments Instructional Skills Training Courses are held periodically throughout the year at our headquarters in Austin, Texas. Additional courses may be offered at customer sites for groups of 6 to 8 people. The course consists of 10 contact hours and includes a practical evaluation.

Components: The course consists of two parts:

- Instructional Skills Development

The instructor-led portion of the course is an eight-hour session on how to prepare for and facilitate a successful course. While it focuses on the points evaluated by the practical exams, it is expected that participants will supplement the course with personal study. There is no guarantee that a student will pass the evaluation by simply attending the course. Attendance, self-study, and practice are all important for successful completion of the evaluation.

- Practical evaluation by a National Instruments representative

The practical evaluation requires the candidate to prepare for and deliver a short training session before a technical audience, and it includes a follow-up discussion of the results.

D. Requirements for Becoming Certified

- Requirements:** To attain CPI status, you must satisfy all applicable certification requirements stated in this document. At the discretion of National Instruments, these requirements may be modified at any time. Certified Instructors may be required to attend continuing training due to changes in requirements to maintain status as a certified instructor.
- Maintaining Certification:** To maintain your CPI Certification, you must comply with all

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continuing certification requirements. National Instruments may change the CPI Certification requirements (both initial and continuing) for any National Instruments certification at any time.

- (c) Certification Records: National Instruments maintains a record of all certifications attained by individuals in the certification program. A copy of your records may be obtained by contacting the Customer Education department at certification@ni.com.
- (d) Distribution of Instructors: In addition to the technical and certification requirements, National Instruments reserves the right to promote or restrict the number of CPI personnel in any geographic region.

E. Authorization and Restrictions

- (a) Authorization: When all CPI conditions have been satisfied, National Instruments authorizes you to use the title “Certified Professional Instructor”, display the appropriate logo, and to present National Instruments Training Courses for which you are certified.
- (b) Presentation: You agree to present training on National Instruments products only when the courses have been scheduled by National Instruments, and you have been selected by National Instruments as the instructor. This provision may be waived by prior agreement for situations where the instructor wishes to present internal training for their employer or for educational institutions. The waiver is based solely on the discretion of National Instruments.
- (c) Course Materials: You agree to present National Instruments courses using only the Course Kits supplied by National Instruments. You agree to distribute Course Kits only to students participating in National Instruments Courses, and you agree to distribute only one Course Kit to each student.
- (d) Recording: You agree to not allow any type of recording of any National Instruments Course that you deliver.
- (e) Copies: You agree to not copy or reproduce any written course materials. You agree to not distribute copies of course slides or visual media. You also agree to not knowingly allow any of the activities in this section (e) to take place.
- (f) Solicitation: You agree to not solicit any type of non-National Instruments business during normal course presentation. Customers showing an interest or need must be approached during non-course hours.
- (g) Third Party Products: You agree that products produced by any entity other than National Instruments will not be included in any presentation purported to be a National Instruments course without the written permission of National Instruments. National Instruments will determine the acceptability of any third party products included in National Instruments approved courses.
- (h) Confidentiality: National Instruments may from time to time disclose to you information that National Instruments considers to be confidential and proprietary. You agree to keep any information that National Instruments informs you is confidential and proprietary in confidence, and to use reasonable measures to maintain such information in confidence, and to not use or disclose such information or materials to the detriment of National Instruments. Your obligation of confidence, however, shall not apply if such information or materials is or becomes generally known to the public (other than as a result of a disclosure by you), or if you first obtain the written consent of National Instruments to disclose such information or materials.

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- (i) Confidentiality of Examination Materials: All certification examination materials are National Instruments Confidential. You agree to not disclose either the content or intent of examination items regardless of your certification status.
- (j) Logos: National Instruments makes available certification logos to individuals who become certified. These logos are intended for individual use on common business collateral such as business cards, resumes, and personal business web sites. Companies are prohibited from using the certification logos in a manner that suggests that the company itself is certified. All usage of such logos must be in clear reference to the certified individual and shall not suggest any degree of certification beyond that single person. Proper reference is made by naming the individual and then stating their particular certification in such a way that the certification is clearly limited to that individual. Companies are permitted to state that they have a specific number of certified persons on staff. Do not alter the logos in any way beyond scaling them to fit a particular area.
- (k) Fees: All certification and recertification fees are non-refundable.
- (l) Other Agreements: These authorizations and restrictions do not supercede other agreements made between National Instruments and any other parties.
- (m) Posting certification data on the National Instruments Web Site: National Instruments may maintain a listing of certified individuals on ni.com.

G. Terms of this agreement

- (a) Term: This Agreement becomes effective (“Effective Date”) on the date listed on your CPI certificate. This Agreement automatically expires if you do not recertify within the time frame given after notified of the recertification requirement, or two years after the Effective Date, whichever comes first.
- (b) Termination of CPI Certification: If you do not comply with all of the CPI Certification requirements in this agreement, your CPI Certification will automatically be terminated. If your certification is terminated for any reason, you agree to immediately stop providing National Instruments courses, and stop representing yourself as a National Instruments Certified Professional Instructor.
- (c) Termination by Either Party: Either party may terminate this Agreement at any time, with or without cause, on thirty (30) calendar days prior written notice to the other party.
- (d) Renewal: The CPI status is reviewed periodically. To maintain CPI status, you must satisfy three requirements: i) Attend instructional skills update training if required ii) Present at least two National Instruments courses per calendar year, and provide documentation and student feedback (in the currently accepted format) from those courses to National Instruments iii) Maintain technical certification in your instructional area. This section does not supersede section G(c).
- (e) Change of address / contact information: Communication is maintained using the contact information on your agreement. If your contact information changes, you must provide this information to National Instruments in order for your certification to remain valid. If National Instruments is unable to contact you with your provided contact information, section G.(b) will take effect. Change of contact information may be provided by completing Personal Information of the CPI agreement and faxing the document to the number provided on the agreement.
- (f) Contact Information: National Instruments will make a good faith effort to contact certified individuals using the contact information provided by that individual on their agreement. If the individual cannot be contacted using the information on the agreement,

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National Instruments will revoke certification for that individual.

H. Conduct of Business

National Instruments has high standards for professionalism when interacting with customers. As a CPI, you are obligated to the same standards of conduct. You agree to present yourself in a professional manner at all times when presenting National Instruments courses.

For questions regarding National Instruments Certification, contact us at:
National Instruments Certification Programs
11500 North Mopac Expressway
Austin, TX 78759
Or
certification@ni.com