

National Instruments Certification Program Requirements & Conditions

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This document contains the provisions and requirements for National Instruments' Certification Program, including the following certification levels and types:

- Certified LabVIEW Associate Developer (CLAD)
- Certified LabVIEW Developer (CLD)
- Certified LabVIEW Architect (CLA)
- Certified LabWindows™/CVI Developer (CCVID)
- Certified TestStand Developer (CTD)
- Certified TestStand Architect (CTA)

A. Requirements for Obtaining Certification

(a) **Discussion:** The goal of the NI Certification Program is to ensure that candidates are equipped to provide comprehensive solutions for business and industry. To obtain certification, the candidate must successfully complete an examination. The examination is a comprehensive evaluation of the candidate's understanding of programming concepts, programming style, advanced programming topics, and applied use of their knowledge to implement programs to solve specific problems.

(b) **Steps:** To satisfy the requirements for certification, the candidate must do the following:

1. Register for a certification exam:

- CLAD, CLD-R, CLA-R, CTD or CTA at Pearson Vue: <http://www.vue.com/ni/>
- CLD, CLA or CCVID Contact: Certification@ni.com or (866) 337-5918

2. Review Requirements & Conditions

3. Prepare for the Exam

4. Take the Exam

B. Requirements for Maintaining Certification Status

(a) **Currency:** Continued certification requires that the certification holder maintain a level of proficiency commensurate with the expectations of National Instruments. All certified customers must maintain proficiency in the most recent version of the software in which they are certified (LabVIEW, LabWindows/CVI, or TestStand). Each certification is current for a period of two years. Maintaining



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certification requires successful completion of a recertification examination at the two-year expiration interval. National Instruments will attempt to contact each certification holder, using the email address provided by the user, within a reasonable time frame in which to complete the recertification requirements. Failure to complete recertification in the time frame provided will result in revocation of that individual's certification status. Please refer to the recertification policy on the web:

<http://zone.ni.com/devzone/cda/tut/p/id/9605>

- (b) **Revocation:** National Instruments reserves the right to revoke at any time the certification credentials of an individual for any reason.
- (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.

C. Examination Specifics

- (a) **Discussion:** The certification is based on a job and task analysis of the duties of a person in a certified position. Examination topics and items are based on objectives from the job and task analysis.

Course work is not necessary for a candidate to apply for the certification examination. National Instruments-approved course materials are focused on topics included in the examination, and may be beneficial, but are not required.

A listing of the exam topics may be obtained from the National Instruments web site at www.ni.com/training. The exam topics list may be modified at any time as industry requirements change, so a candidate is encouraged to ensure they have the latest revision. The revision date is listed in the bottom right corner of all certification documents.

- (b) **Examination Rules:** The following apply to all certification examinations from NI:
 - It is proctored by a certification administrator
 - No external written materials, cellular telephones, or objects that may assist the person taking the test are allowed in the exam area
 - No other person besides the test takers and the proctor are allowed in the testing area
 - The proctor is not allowed to make comments or suggestions concerning any part of the test

D. Authorization and Restrictions

- (a) **Authorization:** When all certification conditions are satisfied, National Instruments authorizes you to use the certification title sought (i.e. "Certified LabVIEW Developer.")
- (b) **Confidentiality:** National Instruments may from time to time disclose to you information that National Instruments considers to be confidential and proprietary. You agree that any information National Instruments informs you of 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



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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.

- (c) **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.
- (d) **Examination Submissions:** All virtual instruments (VIs) submitted for the certification evaluation may be used for instructional or educational purposes by National Instruments. You agree that any solution submitted to National Instruments for certification purposes may be used free of any restrictions or fees. All programs submitted for certification examinations must be original work created for the express purpose of the certification exam. Pre-developed or copyrighted exam submissions are not allowed, and will be cause for permanent exclusion from the certification program.
- (e) **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.
- (f) **Fees:** All certification and recertification fees are non-refundable

Limitations Regarding Instructional Credentials: You understand that the certification credential is technical in nature and does not enable you to present training courses on National Instruments products. It also does not allow you to represent yourself as instructionally certified by National Instruments in any way. For instructional certification refer to the Certified Professional Instructor program documents www.ni.com/training.

- (g) **Posting certification data on the National Instruments Web Site:** National Instruments may maintain a listing of certified individuals on ni.com. If you wish to be excluded, send your request to Certification@ni.com.

E. Terms of this Agreement

- (a) **Term:** This Agreement becomes effective (“Effective Date”) on the date the exam is administered.



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- (b) **Renewal:** Certifications are reviewed by National Instruments at two-year intervals. To maintain certification, the certified individual must take a recertification examination. Notice of the recertification requirements, along with examination specifications and time frame for completion, are provided to the certified individual. If National Instruments determines that recertification of an individual is inconsistent with corporate goals, the certification for an individual will not be renewed. If the certification is not to be renewed, National Instruments will provide 30 days notice of non-renewal, and section E.(d) will take effect. Renewal is contingent on section E.(c). A detailed recertification policy and process is available www.ni.com/training.
- (c) **Change of address / contact information:** Notice of renewal and non-renewal is provided using the email address provided to the Certification Department or Pearson Vue Test Centers. National Instruments will make a good faith effort to contact certified individuals using the email address provided by that individual. If your contact information changes, you must provide this information to National Instruments in order for the process to advance. If at the time of renewal or non-renewal, National Instruments is unable to contact you using your provided contact information, section E.(d) will take effect. Change of contact information may be provided by contacting National Instruments at certification@ni.com.
- (d) **Termination of Certification:** If you do not comply with all of the certification and recertification requirements in this agreement, or your certification is not renewed per section E.(b), your certification will be terminated. If your certification is terminated for any reason, you agree to immediately stop representing yourself as a member of the National Instruments certification program.
- (e) **Termination by Either Party:** Either party may terminate this Agreement at any time, with or without cause, with thirty (30) calendar day's prior notice to the other party. Notice is provided using the contact information provided to the Certification Department at National Instruments.

F. Acknowledgement and Acceptance of this Agreement:

- (a) You accept this Agreement when you perform any of the following:
- Open any National Instruments exam packet (paper or online)
 - Check "Yes, I Accept" on the National Instruments NDA webpage at Pearson Vue Testing Center
 - Click "Yes" on the National Instruments NDA webpage on TGWeb

For questions regarding National Instruments Certification, contact us at:

National Instruments Certification Programs
11500 N. Mopac Expressway
Austin, TX 78759
Or
certification@ni.com

