

## DELTEK CERTIFICATION POLICY AND AGREEMENT

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Deltek offers certification exams to help identify people with Deltek skills and to enable individuals to distinguish themselves and validate their experience with Deltek products (“Deltek Certification Program”). Deltek certification is offered subject to this policy and agreement.

### Acknowledgement of Policies



By taking a Deltek certification exam, all individuals taking the certification exam (“Candidates”) are acknowledging and agreeing to abide by the terms of this Certification Policy and Agreement, Deltek’s Privacy statement (described below), any additional terms on the Deltek Certification webpage, and any other terms provided or made available by Deltek (collectively the “Certification Policy”). Agreement to this Certification Policy is a prerequisite to taking the certification exam.

Use of the “Deltek Certification” designation and access to the Deltek Certified logos is contingent upon successful completion of the certification exam. Violation of any component of this Certification Policy may result in a future bar from the Deltek Certification Program, immediate revocation of any current certifications and rights to use Deltek Certification designations, and/or forfeiture of fees if registered to take a future exam.

## ABOUT THE DELTEK CERTIFICATION PROGRAM

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### Questions about the Program

These terms and any additional information about the program can also be found on the Deltek certification webpage which may be accessed [here](#). Additional questions may be addressed to [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com).

### What is the Deltek Certification Program?



The Deltek University Certification program is designed to certify Deltek customers, partners and employees to validate their skill level and knowledge of Deltek products. The Deltek Certification will help set you apart from the rest and is designed to enhance your professional credibility by providing quantifiable proof of skills and knowledge.

### Why get Deltek Certified?



Deltek certifications distinguishes individuals from their non-certified peers. In addition, certified individuals qualify to use the Deltek Certified Professional logo on their resumes, social media profiles and email signature blocks, and will be presented with a certificate confirming passing of the certification exam.

### Who can take the Deltek Certification Exam?



Test takers must be over the age of 18, and must not have been previously excluded from the Deltek Certification program.

## Preparing for an Exam



In addition to reviewing all the information in this Certification Policy, you should also review the corresponding Deltek Certification Study Guide. Although training is not required, we provide a recommendation for a wide variety of video and self-directed learning options to support you. The study guide also addresses topics covered, the number of questions, and the time allocation.

## Candidate Conduct and Representations



To maintain the integrity of the Certification Program, it is important that Candidates agree to up be bound by certain obligations and make representations about their conduct. By taking the exam, Candidates agree to abide by all terms of the Certification Program Policies. Additionally, Candidates agree **not** to do any of the following:

- Have unauthorized items on his/her person during an exam. This expressly includes any item capable of searching sources to assist in answering questions.
- Create more than one profile on the testing platform, whether to avoid mandatory waiting periods for retaking exams, or for any other purpose
- Benefit from the unauthorized actions of others who have inappropriately shared exam content in any way
- Disclose any confidential materials related to the Deltek Certification program or exam, including exam questions or answer options (whether correct or incorrect)
- Create a profile on the testing platform that represents a false identity
- Submit work under own name which was actually the work of another person
- Assist or accept assistance on an exam where no outside information or material is to be used to complete the exam

Candidate agrees to notify the Deltek Certification Program about a change in his/her email, location, or employer, by emailing updated information to [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com) so that Deltek can respond to enquiries about an individual's certification status as well as to communicate program updates or changes to the Candidate. It is the Candidate's responsibility to keep contact information with Deltek current.

## Special Circumstances

If you need a special accommodation in testing, please contact [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com) at least 10 business days in advance of your desired testing date.

## USE OF EXAM OR CERTIFICATION DATA

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### Scoring and Validating Results



Deltek will review exam data statistics to identify possible misconduct and take appropriate action accordingly. Deltek reserves the right, in its sole discretion, to take actions it deems appropriate in cases of the Certification Policy, including but not limited to the following:

- Cancellation of an exam result
- Revocation of a certification title and ability to use Deltek logos
- Requirement of retesting to maintain a certification title
- Ban Candidate from Deltek Certification program

### Verification of Exam Passage and Status Confirmation



Upon successful completion of the certification exam, the Candidate will receive an email from Deltek University via Credly (admin@credly.com) with a link to the certification badge and the certificate of completion.

Upon request, the Deltek certification team will confirm exam and certification status for third party inquiries. By participating in this Certification Program, Candidates have acknowledged consent to release of information regarding certification status to their parties. For questions or more information about the Deltek Certification Program, contact the Deltek Certification Program Team at [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com).

### Data and Privacy



You can find Deltek's Privacy statement at <https://www.deltek.com/en/legal>. Except as otherwise stated in this Certification Policy, Deltek's Privacy statement covers the collection, use and disclosure of personal information any time you interact with Deltek.

Deltek, may collect, process and use your data as necessary to process Certifications, manage the Certification Program, including provide special services, programs, partnering or other benefits, confirm compliance with the Certification Policy and applicable laws, and to market and improve our products and services including support, training and professional services.

## POST-EXAM

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### Ongoing Requirements to Maintain Current Status



Upon passing the exam, your Certification will be valid for 2 years. Once this period has elapsed you may retake the exam to qualify for another 2 years of Certification.

### I didn't pass. May I re-take the exam?



Each exam taker is given two attempts initially to pass the exam. If the exam taker does not pass on the first attempt, they can immediately try again. If they fail both attempts, we recommend that the exam taker spends time preparing again during the 30-day waiting period.

### I passed! Now what?



**Upon notice from Deltek that a Candidate has successfully completed the Certification Exam,** the Candidate may state "I have passed the Deltek Certified [name of exam] Professional Exam." Additionally, the Candidate may use the Deltek Certification logo under the terms of this Policy. The Candidate's employer [company or organization] may state "[name of company] has [X number] Certified Costpoint Professionals." However, it is the Candidate's responsibility to inform its employer [company or organization] that use of this statement must cease with respect to the departing Candidate as of their termination of employment. No company or organization may use the Certified Professional Logo. More details on use of the logo and designations is below. Candidates' use of the logo and the designation is subject to the terms of this Certification Policy.

### Length of Deltek Certification Validity



Upon passing the exam, your Certification will be valid for 2 years. Once this period has elapsed you may retake the exam to qualify for another 2 years of Certification.

### How do I notify Deltek of improper use of Deltek certification logos, titles, or other improper claims?



Please send email to the Deltek Certification team at [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com) with details of suspected inappropriate or improper use of Deltek Certification logos or designations, including person or company and media involved. To the extent possible, reported misuse will be anonymous.

## Use of Deltek Certified Professional Logo and Deltek Certification Designations:

Logos are permitted to be used only in the following ways and solely by certified individuals (not by employers, or affiliated companies or organizations):



- On printed business cards for an individual
- As part of email signatures of certified individuals
- Displayed on social media sites on an individual profile
- On resumes for an individual
- On an individual's listing within a company website

Certification logos are not permitted to be used in the following ways:



- On any company sales and marketing materials/websites to describe the company as being certified
- On social media profiles for companies or organizations, unless prior written permission provided by [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com)
- On company letterhead

What individuals may state verbatim:

- "I have passed the Deltek "[insert exam name]" exam."
- "I am a Deltek Certified [insert certification title]."

Companies or organizations may not use the certification logo but may state verbatim:

- "We have [X number] Deltek Certified [insert certification title]."

Usage restrictions related to design:

- The logo must be used in its entirety, as provided, with no changes to color, font, or missing parts of the design
- No modification of the logo, other than size, is permitted
- No new logos may be created or derived from the Deltek Certification logo
- Translation or any change to text in the logo is not permitted
- Multiple logos may not be combined into one logo
- The name of the certified individual must always accompany the use of the logo
- The logo and the name of the certified individual should be equally prominent