

DELTEK CERTIFICATION POLICY AND AGREEMENT

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

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@deltek.com.

What is the Deltek Certification Program?



The Deltek Certification Program is a program to certify individuals in order to validate individual level of skill and knowledge of Deltek products. Deltek certification will help to set you apart. The Certification Program 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, pay the applicable fees, 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. The study guide addresses topics covered, number of questions, time allowed, and any relevant training currently available.

Training is not required to be certified, but is recommended for newer users or users lacking broad system experience. A variety of instructor-led virtual, video, or self-directed learning options are available for preparation by visiting this link.

Certification Fees



Exam fees must be paid prior to taking the exam through the Deltek Learning Zone or by approved company sales order. Certification fees are not refundable once the exam has been initiated. The exam must be completed in a single session of up to 120 minutes. Certification fees (if applicable) allow for up to 2 attempts to successfully pass the exam.

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@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@deltek.com at least 10 business days in advance of your desired testing date.

USE OF EXAM OR CERTIFICATION DATA

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 Acclaim (admin@youracclaim.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@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

Ongoing Requirements to Maintain Current Status



After you pass the initial exam, you must meet ongoing requirements to maintain your current status or certification, including taking new and/or refresh exams.

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



When you pay the certification fees, you are entitled to 2 attempts to pass the exam.

If you fail both attempts, you may retake an exam if it has been at least thirty days since you last attempted the exam. A retake discount coupon may be requested by emailing DeltekUniversity@deltek.com.

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 Costpoint 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.

Please note that a Candidate's use of the logo and designation is valid as long as the candidate passes all update exams within 90 days of release.

Length of Deltek Certification Validity; Update or Refresh Exams



After successful completion of the initial exam, certification remains valid as long as the Candidate continuously takes the update exams within ninety (90) days of release of either subsequent exams. Update exams will be made available shortly following the release of new features to test new features released. To maintain certification status, all current certification holders will be notified of the availability of the new test via the e-mail address on file with Deltek. Following such notification, certified individuals will have ninety (90) days to pay the exam fee and register to take the new exam. At the end of this 90 day period, if the certified individual has not passed the new exam, Deltek's records will be updated to reflect that such individual is no longer a certified individual, and Deltek will send an email notifying the individual of the expiration of their certification status. At such time, use of the Deltek Certified Professional logo and designation expires and must cease. Deltek reserves the right to notify the employer on file with the certified individual of the expiration of certification status.

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@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 certification@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