



Administrator Certifications

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ADD (Automated Digital Discovery)

As an Ipro Certified Administrator, you will have demonstrated the ultimate level of proficiency using all aspects of our software. This prestigious certification indicates to your colleagues and the legal industry that you are a leader in your field.

Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in ADD (administrative and end-user functionalities).

Prior to registering for the ADD Admin Certification exam, you should -

- Attend Ipro's ADD Administrator training courses for **BOTH** eCapture (ADD Processing) and Eclipse (ADD Review).
- Have a minimum six (6) months experience in the application.

Hands-on practical experience in the application is critical to passing the certification exam.

Prior work experience in Ipro software or other comparable software solutions may offset this requirement. Individuals must submit a written request of waiver along with justification why the waiver should be granted. Waiver requests may be sent to Training@IproTech.com.

Duration:

3+ hours

*Cost:

@ Ipro – Free

@ your Office - \$500 per person + travel expenses

Web-based - \$500 per person

What to expect during the Exam:

The certification exam consists of two sections

1. One-hour online written test consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. Two to four-hour, hands-on exam completed in an Ipro test environment. This part of the exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's ADD Administrator Certification, you must achieve a score of 80% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

**Ipro offers Open Certification dates monthly at our corporate office and makes them available to our clients at no cost. Please visit our website to view our Calendar and register for a certification exam - <https://iprotech.com/resources/course-schedule/>. If you would like to schedule a certification exam at your office or via the web, please contact your Ipro Sales Representative at Sales@IproTech.com.*



Eclipse (ADD Review)

As an Ipro Certified Administrator, you will have demonstrated the ultimate level of proficiency using all aspects of our software. This prestigious certification indicates to your colleagues and the legal industry that you are a leader in your field.

Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in Ipro Eclipse (ADD Review), both administrative and end-user functionalities.

Prior to registering for the Eclipse Admin Certification exam, you should -

- Attend Ipro's Eclipse (ADD Review) Administrator training.
- Have a minimum six (6) months experience in the application.

Hands-on practical experience in the application is critical to passing the certification exam.

Prior work experience in Ipro software or other comparable software solutions may offset this requirement. Individuals must submit a written request of waiver along with justification why the waiver should be granted. Waiver requests may be sent to Training@IproTech.com.

Duration:

3- hours

*Cost:

@ Ipro – Free

@ your Office - \$500 per person + travel expenses

Web-based - \$500 per person

What to expect during the Exam:

The certification exam consists of two sections

1. One-hour online written test consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. Two-hour hands-on exam completed in an Ipro test environment. This part of the exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's Eclipse Administrator Certification, you must achieve a score of 80% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

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eCapture (ADD Processing)

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Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in Ipro eCapture (ADD Processing).

Prior to registering for the eCapture Admin Certification exam, you should -

- Attend Ipro's eCapture (ADD Processing) Administrator training.
- Have a minimum six (6) months experience in the application.

Hands-on practical experience in the application is critical to passing the certification exam.

Prior work experience in Ipro software or other comparable software solutions may offset this requirement. Individuals must submit a written request of waiver along with justification why the waiver should be granted. Waiver requests may be sent to Training@IproTech.com.

Duration:

3- hours

*Cost:

@ Ipro – Free

@ your Office - \$500 per person + travel expenses

Web-based - \$500 per person

What to expect during the Exam:

The certification exam consists of two sections

1. One-hour online written test consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. Two-hour hands-on exam completed in an Ipro test environment. This part of the exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's eCapture (ADD Processing) Administrator Certification, you must achieve a score of 80% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

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Eclipse SE

As an Ipro Certified Administrator, you will have demonstrated the ultimate level of proficiency using all aspects of our software. This prestigious certification indicates to your colleagues and the legal industry that you are a leader in your field.

Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in Ipro Eclipse SE, both administrative and end-user functionalities.

Prior to registering for the Eclipse SE Admin Certification exam, you should -

- Attend Ipro's Eclipse SE Administrator training.
- Have a minimum six (6) months experience in the application.

Hands-on practical experience in the application is critical to passing the certification exam.

Prior work experience in Ipro software or other comparable software solutions may offset this requirement. Individuals must submit a written request of waiver along with justification why the waiver should be granted. Waiver requests may be sent to Training@IproTech.com.

Duration:

3- hours

***Cost:**

@ Ipro – Free

@ your Office - \$500 per person + travel expenses

Web-based - \$500 per person

What to expect during the Exam:

The certification exam consists of two sections

1. One-hour online written test consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.
2. Two-hour hands-on exam completed in an Ipro test environment. This part of the exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's Eclipse SE Administrator Certification, you must achieve a score of 80% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

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TrialDirector 360

As an Ipro Certified Administrator, you will have demonstrated the ultimate level of proficiency using all aspects of our software. This prestigious certification indicates to your colleagues and the legal industry that you are a leader in your field.

Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in Ipro's TrialDirector 360.

Prior to registering for the TrialDirector 360 Admin Certification exam, you should -

- Attend Ipro's 2-day TrialDirector 360 Advanced training class.
- Have a minimum of 1-3 months experience in the application.

Hands-on practical experience in the application is critical to passing the certification exam.

Prior work experience in Ipro software or other comparable software solutions may offset this requirement. Individuals must submit a written request of waiver along with justification why the waiver should be granted. Waiver requests may be sent to Training@IproTech.com.

Duration:

5- hours

***Cost:**

@ Ipro – Free

@ your Office - \$500 per person + travel expenses

Web-based - \$500 per person

What to expect during the Exam:

The certification exam consists of two sections

1. 100-question online exam consisting of multiple choice, true/false and short answer questions. You will be given 3 hours to complete this exam. A strict time limit is enforced. Books, notes, and access to the software are not permitted during the written section.
2. Two-hour "open book" hands-on, practical exam. The hands-on exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's TrialDirector 360 Administrator Certification, you must achieve a score of 89% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

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TrialDirector 360 Certification Upgrade

Are you already TrialDirector 6 Certified? Then, Ipro's TrialDirector 360 Certification Upgrade is an option for you!

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Prerequisites

The certification exam is geared towards expert-level individuals who are responsible for the overall administration and workflow design in Ipro's TrialDirector 360.

Prior to registering for the TrialDirector 360 Admin Certification exam, you should -

- Have previous training and certification in TrialDirector 6. This is required to participate in the Certification Upgrade program. No exceptions will be made.
- Have hands-on practical experience in the application.
This is critical to passing the certification exam.

Cost:

\$500 per individual

Duration:

5-hours **This Exam is only administered Online**

What to expect during the Exam:

The certification exam consists of three sections

1. Participate in a two-hour Boot Camp web training to review the new features in TrialDirector 360. This is your exam prep course.
2. 36-question online exam consisting of multiple choice, true/false and short answer questions. You will be given 60-minutes to complete this 'open book' exam. A strict time limit is enforced.
3. Two-hour "open book" hands-on, practical exam. The hands-on exam is designed to demonstrate your practical knowledge of both the product and workflow best practices.

To earn Ipro's TrialDirector 360 Administrator Certification, you must achieve a score of 89% or higher on both the hands-on and written sections of the exam. Users should ensure they are well-prepared for both parts of the exam as failing one part will require re-registering for both parts of the exam. Partial retakes are NOT permitted.

Please contact your Ipro Sales Representative at Sales@IproTech.com with questions or for more information on scheduling an exam for your organization.