Administrator Certifications

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 & Review training course
- 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   Cost
4 hours $500 per person*

What to expect during the Exam

The certification exam consists of two sections:

1. A 1-hour online written exam consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.

2. A 3-hour, hands-on exam completed in an Ipro provided exam 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.

Eclipse

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, both administrative and end-user functionalities.

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

- Attend Ipro's Eclipse 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   **Cost**
3 hours $500*

What to expect during the Exam

The certification exam consists of two sections:

1. A 1-hour online written exam consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.

2. A 2-hour hands-on exam completed in an Ipro provided exam 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.

eCapture

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 eCapture.

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

- Attend Ipro's eCapture 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   **Cost**
3 hours $500*

What to expect during the Exam

The certification exam consists of two sections:

1. A 1-hour online written exam consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.

2. A 2-hour hands-on exam completed in an Ipro provided exam 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 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.

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.
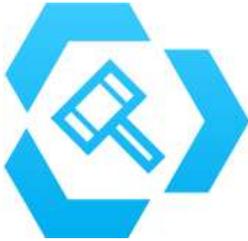
Duration	Cost
3 hours	$500*

What to expect during the Exam

The certification exam consists of two sections:

1. A 1-hour online written exam consisting of multiple choice and true/false questions. Books, notes, and access to the software are not permitted during the written section.

2. A 2-hour hands-on exam completed in an Ipro provided exam 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.

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 TrialDirector 360 Administrator training class
- Have a minimum of three (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	Cost
5 hours	$500

What to expect during the Exam

The certification exam consists of two sections:

1. A 3-hour online written exam consisting of multiple choice, true/false and short answer questions. Books, notes, and access to the software are not permitted during the written section.

2. A 2-hour hands-on exam completed in an Ipro provided exam environment. 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.

TrialDirector 360 Certification Upgrade

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

- Have previous training and certification in TrialDirector 6. This is required to participate in the Certification Upgrade program. <u>No exceptions will be made.</u>
- Have a minimum of three (3) months experience in the application.
  Hands-on practical experience in the application is critical to passing the certification exam.

Duration	Cost
5 hours	$500

What to expect during the Exam

The certification exam consists of three sections:

1. A 2-hour exam prep course web training to review the new features in TrialDirector 360.
2. A 1-hour written exam consisting of multiple choice, true/false and short answer questions. Books, notes, and access to the software are not permitted during the written section.
3. A 2-hour hands-on exam completed in an Ipro provided exam 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 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.

*Ipro offers Open Certification dates quarterly at our corporate office. 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 outside of the offered dates, at your office, or via the web, please contact your Ipro Sales Representative at Sales@IproTech.com.

**Travel expenses will apply to training and certifications scheduled at a customer location