

Recertification by Points Program

The Recertification by Points program provides alternative methods for certified professionals to recertify and maintain their certification status by participating and completing approved activities that earn and accumulate Points redeemable towards recertification.

Section 1: Definitions.....	2
Section 2: Communication.....	2
Section 3: Recertification by Points Program Policies.....	2
Section 4: Points and Recertification Award Criteria.....	3
Section 5: Technical Content Development Guidelines and Submission Process.....	4
Section 6: Confidentiality and Exam Content Use Policy.....	4
Section 7: Termination and Revision Policy.....	5
Section 8: Approved Activities Table.....	5

Recertification is important for certified professionals and their employers: it demonstrates up-to-date expertise with the software as new features are released and maintains the certified professional's presence as a product expert in the technical community. National Instruments is committed to fostering the community of Certified Professionals, rewarding the individual's efforts to further their learning, and celebrating their contributions to the NI community. As such, we are introducing a second method of recertification: Recertification by Points. The purpose of the Recertification by Points option is to provide alternative methods for Certified Professionals to recertify and maintain their active certification status. By participating and completing approved activities, Certified Professionals can earn and accumulate Points redeemable towards recertification. This document outlines the process by which an individual can recertify by Points.

Section 1: Definitions

- **Recertification Policy:** The Recertification by Points program policies are based on the certification status (Active, Suspended and Inactive) and the Recertification Policy. The Recertification Policy defines the certification status and the time period associated with them. Please refer to the Recertification Policy here: <http://zone.ni.com/devzone/cda/tut/p/id/9605>.
- **Participant:** An Actively Certified person at the Developer or Architect level.
- **Approved Activities:** Includes any of the activities listed in the Approved Activities table listed in this policy document.
- **Recertification by Points program content review team:** A team of National Instruments employees composed of certification team members and subject matter experts that review technical content submitted by Recertification by Points program participants.
- **NI Sponsor or Organizer:** A National Instruments employee who is responsible for an Approved Activity and who validates participants contributions to the activity.
- **Points:** Points awarded from completion of Approved Activities.

Section 2: Communication

- All Recertification by Points program communication will be via the following email address: certificationrewards@ni.com.

Section 3: Recertification by Points Program Policies

- Number of Points needed for all recertifications: 50 Points
- Participation in the Recertification by Points program does not guarantee recertification.
- The Recertification by Points program is open to Certified Developers and Architects immediately upon certification or recertification, and is available while their certification status is Active.
 - Participants may begin Approved Activities following the day of certification or recertification issuance.
 - Participants who are in the Suspended status will lose the benefits of the Recertification by Points program as well as any accumulated Points.
- Participants are responsible for emailing certificationrewards@ni.com upon completion of the activity with the appropriate validation. Refer to the Approved Activities table for validation criteria.
- Participants will be issued an automatic recertification upon accumulation of the designated number of Points needed for recertification. Upon recertification they will receive a confirmation email from certificationrewards@ni.com.

- Certification is extended from the point of the certification expiration date. There is no penalty for early recertification. Refer to the early recertification policy: <http://zone.ni.com/devzone/cda/tut/p/id/9605>.
- Participants do not accumulate more than the number of Points needed for recertification for a future recertification. Any excess of Points remaining after recertification will be discarded.
- Recertification by Points program participants may choose to take the recertification exam or take the higher level exam while participating in the Recertification by Points program. On passing the exam, any accumulated Points will be discarded and not be counted towards a future recertification.
- Recertification by Points program participants may not carry over Points from one recertification period to another. Upon the start of the next active certification period, program participants may begin accumulating Points towards the next recertification.
- Points expire upon certification Suspension or Inactivity status.
- In the Suspension or Inactivity period, participants must recertify by passing the required recertification exam stated in the Recertification Policy.
- The Recertification by Points program offers no monetary compensation for any content developed for the Recertification by Points program.

Section 4: Points and Recertification Award Criteria

- Recertification activities will only apply towards the recertification in the product area needing recertification, for example, TestStand activities will only count towards TestStand recertification.
- Participants who wish to teach must be Certified Professional Instructors (CPI) and must follow the Training & Certification guidelines.
- Participants who are not CPIs may submit the list of training courses that they have taught with the name of institution and training duration to certificationrewards@ni.com for approval.
- Participants will only be awarded Points for the first time they attend a training course. Additional Points will not be awarded for multiple attendances to the same training course.
- Participants must submit all presentation and demonstration source materials to certificationrewards@ni.com.
- Points will not be awarded multiple times for the same (or similar) technical content.
- All submitted technical content is evaluated by the Recertification by Points program content review team for technical accuracy, complexity level, and relevancy. The Review team may take up to three weeks to review submitted exam content.
- The Recertification by Points program content review team reserves the right to reject any submitted technical content. Any content rejections will be communicated via email from certificationrewards@ni.com.
- Points for accepted technical content are awarded to the Recertification by Points program participant who submitted the content. Points are not transferable to co-authors or colleagues and no partial credit is given.
- Presenters at events will not receive additional Points for attendance.

Section 5: Technical Content Development Guidelines and Submission Process

- Recertification by Points program participants may seek help from colleagues, National Instruments documentation, and training materials to develop technical content.
- Enrolled Recertification by Points program participants must email their exam content to certificationrewards@ni.com.
- Exam content must conform to the following guidelines:
 - Multiple choice questions must conform to the style detailed in the Multiple Choice Question Style Guide: <https://decibel.ni.com/content/docs/DOC-15358>.
 - Multiple choice questions must address the topics in the Preparation Guide for that certification exam. Preparation Guides may be downloaded via the following link: <http://sine.ni.com/nips/cds/view/p/lang/en/nid/201888>.
 - VIs must be submitted for exam content containing VI screenshots.
 - CLD, CLA, and CCVID scenarios must follow the style of the sample exams.
 - CLD, CLA, and CCVID scenarios must include solutions and a test matrix.
 - All submissions must be new and original, not copies or extensions of sample exam questions or actual exam questions.
- Recertification by Points program participants must submit no fewer than five (5) multiple choice questions at a time.
- Recertification by Points program exam content that does not conform to the submission guidelines will be emailed back to the participant along with comments for corrections. The participant must modify and resubmit the exam content for review. After the third failed review, the content will be rejected.

Section 6: Confidentiality and Exam Content Use Policy

- All submitted technical presentation materials are the intellectual property of the Recertification by Points program participant. National Instruments will only use the submitted materials to verify technical content for the Recertification by Points program.
- All exam content submitted to the Recertification by Points program becomes the property of the National Instruments certification program. It is at the discretion of National Instruments to use the content as it sees fit.
- National Instruments reserves the right to edit and/or modify submitted exam content before publication.
- Recertification by Points program participants must not disclose or make public any exam content that is accepted by the program. Participants will be bound by the same Non-disclosure Agreement (NDA) they agreed to before taking an exam. Violation of the NDA may result in revocation of the participant's certification.

Section 7: Termination and Revision Policy

- National Instruments may add to and/or update these policies, at any time, to clarify or ensure fairness.
- If the Recertification by Points program participant wishes to withdraw prematurely from the Recertification by Points program and pass the recertification exam, he/she will not receive any credit or monetary compensation for submitted and accepted exam content.
- If National Instruments decides to terminate the Recertification by Points program, for any reason, all program participants with 25 Points or more will be awarded the recertification.

Section 8: Approved Activities Table

Instructor Led Training Related Activities	Points for Teaching	Points for Attending	Validity Check
LabVIEW Core 1	5	N/A	Training enrollment or teaching record. Email completion certificate for online training.
LabVIEW Core 2	5	N/A	
LabVIEW Core 3	15	10	
LabVIEW Performance	10	5	
LabVIEW Connectivity	10	5	
Advanced Architectures in LabVIEW	15	10	
Managing Software Engineering in LabVIEW	10	5	
Object Oriented Programming in LabVIEW	10	5	
TestStand 1: Test Development	5	N/A	
TestStand 2: Framework Development	10	5	
LabWindows/CVI Core 1	5	N/A	
LabWindows/CVI Core 2	5	N/A	
LabVIEW RT-1	10	5	
LabVIEW RT-2	15	10	
LabVIEW FPGA	10	10	
RIO Integrator training	N/A	10	
National Instrument Events	Points for Presenting	Points for Attending	Validity Check
NIWeek	30	15	Email from NI Organizer
LV Developer Education Day	20	10	
NI Days	20	10	
NI Alliance Day	NA	10	
NI-Sponsored user group meeting	10	5	
NI-Sponsored Certification Summit	30	20	

Develop certification exam content	Points	Validity Check
CLAD multiple-choice question	3	NI Certification approval
CLD-R multiple-choice question	5	
CLA-R multiple-choice question	5	
CLED multiple-choice question	5	
CLD or CLA scenarios	30	
CLED scenarios	30	
CTD multiple-choice question	5	
CTA multiple-choice question	5	
CCVID multiple-choice question	5	
CCVID scenarios	30	
Involvement with NI	Points	Validity Check
Technical papers for publication	25	Email from NI Sponsor
Participate in a Community Advisory Board (CAB)	10	
Beta testing releases (product, training etc)	15	
Organizing NI user group meetings (per meeting)	5	
Organizing NI yearly summit	30	
Mentoring 3 CLADs to certify or recertify	30	Email from mentor and candidate on passing the exam
Mentoring 1 CLD, CLED, CLA to certify or recertify	30	

ADDITIONAL RESOURCES

National Instruments Recertification Policy and Process:

<http://www.ni.com/white-paper/9605/en/>

National Instruments Certifications:

<http://sine.ni.com/tacs/app/ftp/ap/ce/lang/en/ol/en/oc/us/pg/1/>

Multiple Choice Question Style Guide:

<https://decibel.ni.com/content/docs/DOC-15358>

